Mayland Technical Institute

1973-75

WHAT IS A STUDENT

A STUDENT is the most important person in our institution.

A STUDENT is not an interruption of our work—he is the purpose of it.

A STUDENT is a necessary part of our business—he is not an outsider.

A STUDENT is not a cold statistic—he is a flesh-and-blood human being, with feelings and emotions like yours and mine.

A STUDENT is a person who brings us his needs—it is our privilege to fill those needs.

A STUDENT is deserving of our most courteous and attentive treatment.

A STUDENT is a full partner in our effort to cultivate wisdom through knowledge.

A STUDENT is the life blood of this and every school.

Cover photo by C. E. Westveer, Little Switzerland, N. C

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for
1973-75

MEMBER

North Carolina
Community College System
Southern Association
of Colleges and Schools (Correspondent Status)
American Association of Community and Junior Colleges
Adult Education Association of the U.S.A.

For Additional Information, Contact

MAYLAND TECHNICAL INSTITUTE
304½ Oak Street
P. O. Box 547
SPRUCE PINE, N. C. 28777
Telephone (704) 765-7351

CALENDAR

1973-74

FALL QUARTER

Sept. 5-Wednesday.....Registration-Orientation
Sept. 6-Thursday.....First Day of Classes
Nov. 21-Wednesday.....End of Fall Quarter
Nov. 22-23.....Thanksgiving Holidays

WINTER QUARTER

Nov. 27-Tuesday.....Registration
Nov. 28-Wednesday.....First Day of Classes
Dec. 18-Tuesday.....(after classes) Holidays Begin
Jan. 2-Wednesday.....Classes Resume
Feb. 26-Tuesday.....End of Winter Quarter

SPRING QUARTER

Mar. 4-Monday.....Registration
Mar. 5-Tuesday.....First Day of Classes
April 12-16.....Easter Holidays
May 23-Thursday.....End of Spring Quarter*

SUMMER QUARTER

June 3-Monday.....Registration
June 4-Tuesday.....First Day of Classes
July 4-5.....Holidays
Aug. 21-Wednesday.....End of Summer Quarter

*Days lost due to bad weather may be made up during the period of May 23-June 3

Late registration is by special permission from instructor and student Personnel Office.

CALENDAR

1974-75

FALL QUARTER

Sept. 5-Thursday.....Registration-Orientation
Sept. 6-Friday.....First Day of Classes
Nov. 21-Thursday.....End of Fall Quarter
Nov. 28-29.....Thanksgiving Holidays

WINTER QUARTER

Dec. 2-Monday.....Registration
Dec. 3-Tuesday.....First Day of Classes
Dec. 20-Friday.....(after classes) Holidays Begin
Jan. 6-Monday.....Classes Resume
March 3-Monday.....End of Winter Quarter

SPRING QUARTER

March 10-Monday.....Registration
Mar. 11-Tuesday.....First Day of Classes
Mar. 28-31.....Easter Holidays
May 28-Wednesday.....End of Spring Quarter*

SUMMER QUARTER

June 9-Monday.....Registration
June 10-Tuesday.....First Day of Classes
July 3-7.....Holidays
Aug. 28-Thursday.....End of Summer Quarter

*Days lost due to bad weather may be made up during the period of May 28-June 6.

Late registration is by special permission from instructor and Student Personnel Office.

PRESIDENT'S MESSAGE

Welcome to Mayland Technical Institute, for you are our reason for being here.

In our modern, technical age, it is important to know "what" but it is even more important in preparing for a career to know "how". Our concern while you are with us as a student will be to help you realize your potentialities in the career you have chosen. The root of the word education is "e-ducere"; literally "to lead forth" or to bring out something which is potentially present. It has been said that the "man of the hour" is the one who can do the job of the hour. With your potential, plus the training you receive, you can become that man or woman.

If one is to develop and reach his potentialities in any subject, vocation, or career, it is generally agreed that it will require discipline, concentration, patience, and supreme concern. Working together, with mutual concern and concentration, we can build a brighter future for you, for our institution, for our region.

MAYLAND TECHNICAL INSTITUTE

Spruce Pine, N. C.

HISTORY

In February of 1970 an application was submitted to the North Carolina Department of Community Colleges for a technical institute to serve the people of Mitchell, Avery, and Yancey Counties. In July of 1971, Mayland Technical Institute was established, and in September Dr. O. M. Blake, Jr. was named President of the institution. Operating under the direction of the North Carolina Department of Community Colleges and the North Carolina State Board of Education, Mayland Technical Institute's basic purpose is that of providing for the people of the Tri-County area an opportunity to get the training and instruction necessary to develop employable skills and to realize cultural enrichment.

PURPOSE

Mayland Technical Institute, as a division of the North Carolina Department of Community Colleges, adopts in concept and practices the open-door philosophy of the Department of Community Colleges, the philosophy of "total education." This philosophy views education as a continuing process for all citizens of the community, whatever their situations and needs. The philosophy demands that the doors of our institution be open to anyone who seeks further education, and makes it imperative that we provide for each the type of instruction that will enable him to obtain the knowledge and skills necessary for economic, social and cultural advancement.

Mayland Technical Institute was established to serve the needs of the people of Mitchell, Avery, and Yancey Counties by providing the opportunity for continuing education for all who seek it. Believing that the greatest resource of any area is its people, we seek the optimum development of that resource by helping those who come to develop salable skills, to upgrade job performance, and to realize the satisfaction of increased personal, social, and cultural growth.

Basic to this philosophy of Mayland Technical Institute is our belief in the right of every individual to the best education and training he can get, to begin where he is and to develop his capacities to the fullest. To move toward this goal, we adopt these objectives:

1. To provide educational guidance to all who seek our help, by assisting them in choosing suitable courses and in setting realistic goals.

2. To provide effective teaching at all levels of ability so that each student may receive the instruction necessary to develop competence in his occupational field and to realize personal fulfillment.

3. To provide for adults who terminate their formal education before mastering the basic skills or before graduating from high school, the opportunity to master those skills and to earn a high school diploma.

4. To provide programs preparing students for jobs at the technician level in industry, business, and service occupations.

5. To provide vocational programs preparing students for jobs requiring levels of ability and skills below that of technician level.

6. To work with other agencies in helping the physically, educationally, and culturally handicapped to develop salable skills so that they may be self-supporting and contributing members of the community.

7. To provide programs of vocational education for employed adults who need re-training, and/or up-grading, or who can otherwise profit from the program.

8. To work toward the continued development and progress of our Tri-County area by providing training in services related to the economy of the area and to the welfare of its citizens and visitors.

General Information

Admissions

ACCREDITATION

Mayland Technical Institute was awarded correspondent status by the Southern Association of Colleges and Secondary Schools in 1973. The Institution operates under the direction of the North Caroline Department of Community Colleges and the North Carolina State Board of Education.

PHYSICAL FACILITIES

At present, Mayland Technical Institute is operating in temporary quarters in the Ellis Building, the Baker Building, the Duncan Building, and the Church Building, all on Oak Street in Spruce Pine. The program in Practical Nurse Education is conducted in classrooms on the Lees McRae College Campus, Cannon Memorial Hospital in Banner Elk, and Watauga County Hospital in Boone. The Early Childhood Specialist Program and Child Care Worker Program will be located on the campus of Crossnore School Inc. Plans are being developed for a new building on a 38.6 acre site located on highway 19E near Spruce Pine, and construction is expected to begin in 1974.

ADMINISTRATIVE OFFICE HOURS

Administrative offices are normally open Monday through Friday from 8:00 A.M. to 5:00 P.M. and from 6:00 to 8:00 P.M. Monday through Thursday.

VISITORS

Visitors, and in particular prospective students, are always welcome at Mayland Technical Institute. The Student Personnel Office will provide guide service for groups or individuals on week days between 8:00 A.M. and 4:00 P.M. Questions about the school and its programs will be answered by a member of the student personnel office.

Mayland Technical Institute reserves the right to change, without notice, any information in this catalog. All changes in tuition and fees are subject to change as recommended by the Board of Trustees. Curriculum offerings may be altered to meet the needs of individual departments. A course may also be cancelled when an insufficient number register for it.

EVENING AND OFF-CAMPUS OFFERINGS

The institute offers an extensive évening and off-campus program which includes many of the credit courses given in the daytime, as well as non-credit courses which are offered primarily for adults and special organizations in the community.

The availability of credit courses in the evening allows the student who must work while going to school the opportunity to coordinate his school activities with part-time employment. Any student may enroll for both evening and daytime classes.

In many programs it is possible to complete all work toward the Associate in Applied Science degree by attending only in the evening. The rate of progress will depend upon the number of courses taken each quarter. A reduced load will require a longer period before finishing requirements for a degree.

STUDENT REGULATIONS

STUDENT CONDUCT

Students will be expected to conduct themselves at all times as mature and responsible individuals, showing a high regard for school facilities and property and for the personal property of others.

School regulations concerning such activities as traffic, parking, smoking, and other aspects of personal conduct must be observed at all times. Conduct which is disruptive to the learning situation or incompatible with accepted standards of propriety may result in suspension. Re-admittance of suspended students at a subsequent session will be at the discretion of the Executive Council of the Institute.

GRIEVANCE PROCEDURES

In matters pertaining to student conduct or suspensions, any student who feels he has been treated unjustly may present his case to the Disciplinary Review Committee. The committee will review all cases and make an appropriate recommendation to the President.

The decision of the President on disciplinary action is final, with the right of appeal always available to the party involved. Any person wishing to appeal the decision of the President should request, in writing, a formal hearing before the Board of Trustees of the Institute.

ATTENDANCE

All students are expected to be present and regular in attendance for all scheduled classes. Excessive absenteeism will be a basis for

probation or suspension. Students who have justifiable reasons for absences may be re-admitted at the discretion of the instructor. A student will be dropped from the roll not later than the fifth unexcused absence. Three tardies shall be considered equivalent to one absence.

WITHDRAWING FROM SCHOOL

Students who withdraw from the Institute during any quarter must first consult with the Student Personnel Office. A student who withdraws unofficially, without following the proper procedures, will receive the grade of "F" on all work attempted that quarter.

To withdraw from the Institute, the student will use the following procedures:

1. The student will obtain a withdrawal form from the Director of Student Personnel.
2. The Student Personnel Office will notify each instructor of the name of the student and the official date of withdrawal (the date he made his request for withdrawal).
3. A student may withdraw during the first two weeks of the quarter without scholastic penalty. A student who withdraws after the first two weeks of the quarter will receive a grade of "WF".

Following the procedure will entitle the student to have his permanent record to show the notation "withdrawn". This notation indicates good standing and the privilege of re-admission or transferring to another school within the Community College System.

TRANSCRIPTS OF CREDITS

Transcripts of credit will be supplied to all students and to all former students requesting them, subject to certain conditions. No transcript will be sent to another institute or individual unless requested by the student.

ADMISSION REQUIREMENTS

Mayland Technical Institute operates under the "Open Door" policy of the North Carolina Department of Community Colleges. Instruction is open to any individual over 18 years of age who is not presently enrolled in high school, regardless of his previous educational attainment. If he does not meet the specified requirements of the particular division in which he wishes to enroll, a member of the staff will assist him in planning developmental or preparatory work to enable him to meet these requirements, or will advise him in choosing another program to meet his needs and aptitudes.

TECHNICAL PROGRAMS

Requirements for admission to a regular two-year technology program include:

1. High School graduation or a state approved equivalent education.
2. A transcript of high school and post-high school education.
3. Demonstrated aptitude, as shown by placement tests in the course for which the individual is applying.
4. Acceptable physical and mental health.
5. A personal interview with a member of the Student Personnel staff.

VOCATIONAL PROGRAMS

Requirements for admission to the regular trade-vocational programs include:

1. Age of at least 18 years.
2. Transcript of previous educational record.
3. Maturity, aptitudes, and interests necessary for success in the particular program for which the student is applying.
4. Acceptable physical and mental health.
5. A personal interview with a member of the Student Personnel Staff.

NURSING

A candidate for admission to the Nursing Program must meet the following requirements:

1. Age of at least 18 years.
2. High school graduation or a state approved equivalent education.
3. Transcript of post-high school educational record.
4. Acceptable scores on standard and/or local institutional tests administered by Mayland Technical Institute.
5. Acceptable physical and mental health as evidenced by a report of physical examination signed by a physician and dental examination signed by dentist.
6. Personal interview with Director of Student Personnel and with the Director of the Nursing Program.

ADMISSION PROCEDURES

Applicants wishing to enroll in any curriculum offered by Mayland Technical Insitute should:

1. Obtain an application form from the office of Student Personnel or from the local high school guidance office.
2. Submit the properly completed application form, including health appraisal form (and physician's report for programs requiring this), along with a $5.00 application fee.
3. Request that a transcript of all high school work be sent directly to the office of Student Personnel.
4. Come for an interview with the Director of Student Personnel, and take any placement tests deemed necessary for determining the suitable classes or program.
5. Register during the regular registration period.

TRANSFER STUDENTS

Students may be admitted with advanced standing by transfer from technical institutes, colleges, or universities. Transfer students must be eligible to return to the last institution attended. If admitted, the prospective transfer student's record will be evaluated by the Director of Student Personnel to determine the amount of credit that can be transferred and applied toward the program for which the applicant wishes to register.

Fees And Expenses

Financial Aid

FEES AND EXPENSES

GENERAL FEES

In keeping with its philosophy, Mayland Technical Institute tries to provide educational opportunities at the least possible cost. Since these costs are so small, Mayland Tech does not provide for installment payment of fees and charges.

Fees:

Tuition per quarter:

Full-time student —	resident of N. C.	$32.00
Full-time student —	out-of-state	80.00
Part-time student —	per quarter credit hours	2.50
*Activity fee —	per quarter	3.00

*Required of all students taking 9 or more credit hours.

OTHER EXPENSES:

The cost of books and supplies varies from one program of studies to another. Generally such cost will be from $15 to $35 per quarter.

REFUNDS

Tuition refunds can be made only when the student is compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if withdrawal is completed within 10 calendar days after the beginning of the quarter. No refund of the $5.00 application fee will be made unless the applicant is denied admission to the program for which he applied.

VETERANS

In order to comply with federal regulations, veterans or war orphans receiving benefits under U. S. Code Title 38 will be refunded the pro-rata portion of the tuition fee not used up at the time of withdrawal of such students.

BOOKS AND SUPPLIES

A student is required to buy the necessary textbooks and supplies prescribed in the curriculum he is entering. These vary according to the different courses he is taking. Books and supplies are sold at the bookstore.

INSURANCE

Accident insurance covering hours in school and transportation to and from school is available for $3.00 per year. Students desiring this insurance may make payment to the business office at the time of registration. Students are urged to take advantage of this insurance, since neither the Technical Institute nor the state of North Carolina carries insurance to cover any student for accidents or otherwise.

FINANCIAL AID

GENERAL INFORMATION

Mayland Technical Institute encourages prospective students who face difficult financial problems to consult with the Director of Student Personnel or the Director of Financial Aid, who with the aid of the Student Aid Committee will make every effort to secure aid for the student through local scholarships or State and Federal Grants and Loans. The institution serves as a referral and information agency for the following resources:

Social Security Agency
Department of Social Services
North Carolina Vocational Rehabilitation Services
Other North Carolina Agencies

SCHOLARSHIPS

A limited number of tuition scholarships are available for students needing financial aid. These are made available by interested citizens and local civic organizations. Applications for these should be filed with the Student Personnel Office. Forms for making application may be obtained from the Student Personnel Office.

FEDERAL ASSISTANCE PROGRAMS

EDUCATIONAL OPPORTUNITY GRANTS

These Federal Grants are offered as the basic part of the financial aid program. Eligibility is based upon parents' expected contribution to the educational expense of the student.

For 1973-74, Basic Opportunities Grants are available to first-time students only. Forms to be used in application may be secured from schools, libraries, etc. The student and his parent or guardian fills in the form and returns it to the address given.

The amount of parents' expected contribution will be made from information given on the form, and multi-copies returned to the applicant who then sends all copies to the financial aid office of the school he plans to attend. This office then informs him of his award along with any other financial aid.

Limited Supplementary Educational Opportunity Grants are available for second-year students. Additional information about these grants may be secured from the Financial Aid Office.

COLLEGE WORK STUDY

The student work-study program enables students to help pay college expenses while attending classes full-time. Students participating in this program are assigned to the library, administrative offices, and to certain departments in the college. The program offers valuable experience as well as financial help.

In order to participate, a student must have been accepted for admission and must have filed a completed Financial Aid Application in the Student Personnel Services Office. Assignments are made as jobs and funds are available.

PACE

Mayland Technical Institute also participates in the PACE program. Application forms may be obtained from high school counselors or from the Director of Financial Aid at the institute. Students must be accepted for admission to the institute prior to certification of a PACE application.

VOCATIONAL REHABILITATION AID

By act of Congress, any physically handicapped student may be eligible for scholarship assistance under the provision of Public Law 565. Applications for this scholarship aid should be processed through the District Vocational Rehabilitation Office nearest the applicant. Inquiries may be directed to the Rehabilitation Office or to the Office of Student Personnel Services at Mayland Technical Institute.

NORTH CAROLINA VETERANS COMMISSION SCHOLARSHIPS

North Carolina Veterans Commission Scholarships may be used at Mayland Technical Institute effective May 23, 1973.

VETERANS ADMINISTRATION BENEFITS

All curriculum programs offered by the institute are approved for Veterans Administration benefits under provisions of title 38 US Code. The Adult High School Diploma Program is also approved for VA benefits.

Veterans and others desiring educational assistance benefits should contact the office of Student Personnel or their county Veterans Service Officer. A coordinator of Veterans affairs is available in the Student Personnel Office to assist veterans.

The Student Personnel Office or the County Veterans Officer will assist Veterans and eligible dependents in making application for benefits. Once eligibility has been established, students should make application and obtain admission to the institute for their selected program. It is essential that all students entitled to Veterans benefits present a copy of their certificate of eligibility to the Student Personnel Office as soon as registration is completed.

Present requirements for full-time benefits are:
Vocational Programs: 30 clock hours per week
Technical Degree Programs: a minimum of 12 quarter hours
Adult High School Diploma program: 25 clock hours

Academic Information

ACADEMIC INFORMATION

DEGREES, DIPLOMAS, AND CERTIFICATES

THE ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.) is awarded to any student successfully completing a two-year technical program.

A DIPLOMA is awarded to the student completing a Vocational program of study which is one-year or more in length.

CERTIFICATES of course completion are awarded for non-credit short courses and special programs.

ADULT HIGH SCHOOL DIPLOMAS are awarded by the cooperating County Board of Education to students satisfactorily completing the Adult High School Program.

ADULT HIGH SCHOOL EQUIVALENCY certificates are awarded by the North Carolina Department of Public Instruction to individuals who make satisfactory scores on the General Educational Development (G.E.D.) tests.

REGISTRATION

Students enrolling in credit courses are expected to register for course work on the day specified for each quarter. Registration at a later time subjects the student to a $1.00 late registration fee.

Changes in schedule must be approved by the student's faculty advisor and arranged through the Student Personnel office.

Registration for non-credit classes is usually held at the first class meeting of the course.

COURSE LOAD

Students enrolled for 12 or more quarter hours are classified as full-time students. Those taking less are classified as part-time. Normal course loads will vary from one curriculum to another and from one quarter to another. A normal course load is outlined by departments in this catalog. Students desiring to carry more than 21 credit hours must obtain permission from the Student Personnel office.

SCHEDULE CHANGES

Change of student schedule after registration has been completed will be made only with permission of the Director of Student Personnel. The following steps should be followed:

1. Obtain change of schedule form from Student Personnel office or advisor.
2. Obtain approval from faculty advisor and instructors involved.
3. Return completed form to Student Personnel office.

TRANSFER CREDIT

Mayland Technical Institute will accept and give credit for work completed in other Technical Institutes or colleges. Applicants for admission with advanced standing should make regular application and submit a transcript of work from school previously attended. No credit will be permitted for work below the average grade level given by another school. Acceptance of such work will be at the discretion of the President.

GRADING SYSTEM

Grades for curriculum students will be issued at the end of each quarter. Students who lack passing averages at the mid-quarter will be notified of this fact and should schedule a conference with the instructor and/or advisor.

Students will be graded by the letter-grade system shown below and assigned a grade point equivalent in the quality points for each quarter scheduled.

Numerical Equivalent	Letter Grade	Grade Point Equivalent
94-100	A-Excellent	4 points each per quarter
86-93	B-Good	3 points each per quarter
78-85	C-Average	2 points each per quarter
70-77	D-Passing	1 point each per quarter
Below 70	F-Failing	0 points each per quarter
I-Incomplete		0 points each per quarter
W-Withdrew Passing		0 points each per quarter
WF-Withdrew Failing		0 points each per quarter
LL-Learning Lab		0 points each per quarter
R-Repeat		No Credits

ACADEMIC PROBATION

Any student failing to maintain a 2.0 overall grade point equivalent average will be considered on academic probation, and may be required to modify his regular course load. If his grade point average drops below 1.0, he will be asked to withdraw from the curriculum program for at least one quarter.

COURSES REPEATED FOR CREDIT

When a course is repeated, the last grade is recorded as the final grade for the course, and only the last hours attempted are counted in determining the student's grade point average. Courses with earned grades of C or better may be repeated only by special permission from the instructor and the Director of Student Personnel.

REMOVAL OF INCOMPLETES

An "I" or "Incomplete" indicates that a student has done work of a passing grade in a course, but because of extenuating circumstances has failed to do some portion of the required work. Unless this incomplete is removed before the end of the succeeding term, the "I" automatically is changed to "F".

REQUIREMENTS FOR GRADUATION

A student is eligible for graduation when he has fulfilled the following requirements:

1. Has satisfactorily completed all the requirements of the curriculum for which he is enrolled.
2. Has an overall quality point average of 2.0.
3. Has taken care of all financial obligations to Mayland Technical Institute.

HONORS: A graduating student who has earned an overall quality point average of 3.0 or better on all work completed at Mayland Technical Institute will receive his diploma or degree with "honors".

DEAN'S LIST

In recognition of outstanding students, the Dean's List will be published at the end of each quarter. To qualify for the Dean's List a student must take a minimum work load of 12 quarter hours credit and maintain at least a 3.00 ("B" average), with no grades lower than "C".

Student Services
Student Activities

STUDENT SERVICES

Student Services provides assistance to the student in various areas of school life, including the following:

1. Guidance and Counseling Service.
   Trained counselors are available to students needing help with educational, vocational, or personal problems. In addition, each full-time student at Mayland Technical Institute is assigned a faculty advisor who is available for help with problems related to the student's course work, and to serve as a link between the student and the administrative staff of the Institute.
2. Testing Service.
   Testing at no cost is provided to assist students in self-understanding. In addition to placement tests, the Institute has available tests to measure aptitude, achievement, and vocational interests. Individuals are encouraged to use these services.

HOUSING

Mayland Technical Institute has no dormitory facilities, so students who wish to live away from home must make their own housing arrangements. The Institute takes no responsibility for locating or supervising student housing. The office of Student Personnel will, however, provide suggestions as to location of possible housing.

HEALTH SERVICES

Injuries requiring more than minor first-aid treatment will be taken to the emergency room of Spruce Pine Community Hospital. Students are urged to provide themselves with hospital and accident insurance to take care of such emergencies.

STUDENT EMPLOYMENT AND PLACEMENT

Mayland Technical Institute in cooperation with the United States Employment Security Commission will make available to students information about job opportunities, and will assist in any way possible in job placement.

ORIENTATION

A brief Orientation program is conducted by members of the faculty, staff, and student body to acquaint the student with the personnel, the regulations, policies and privileges of the Institute.

STUDENT GOVERNMENT ASSOCIATION

The Mayland Technical Institute Student Body is represented

by the Student Government Association. The officials of the SGA are elected during the fall quarter.

The Student Government Association makes recommendations to the faculty advisor on the activities desired. The social committee appointed by the SGA officials plays a major role in determining student activities. They are always open to suggestions from the student body.

STUDENT PUBLICATIONS

A newspaper, "Tech Talk", published by and for the students is issued at intervals. Students interested in working on this publication are invited to participate, and should contact a member of the Student Government Association.

OTHER ACTIVITIES

Varied programs are planned during the year to meet the needs of the students. These include social activities, limited athletic events, field trips, etc.

Programs of Study

PROGRAMS OF STUDY IN OCCUPATIONAL EDUCATION

TECHNICAL PROGRAMS

Technical Programs require two academic years of three quarters each for completion. Students choosing to enter a technical program must meet educational and aptitude requirements applicable to the particular program. Graduates are awarded the Associate in Applied Science Degree.

Programs offered are:

Accounting
Business Administration
Early Childhood Specialist
Minerals Technology
Office Technology
Secretarial — Executive
Secretarial — Legal
Secretarial — Medical
Technical Guided Studies

VOCATIONAL PROGRAMS

Programs in the vocational area generally require one full year for completion. Graduates are awarded a Diploma upon completion of the program.

Programs offered are:

Automotive Mechanics
Child Care Worker
Diesel Mechanics
Vocational Guided Studies
Electrical Installation & Maintenance
Light Construction
Practical Nurse Education

NON — CURRICULUM PROGRAMS IN CONTINUING EDUCATION

In keeping with its purpose to provide for all who seek it the opportunity for continuing education and growth in vocational and cultural areas, Mayland Technical Institute offers a variety of courses and programs. These are based upon the community's particular and various needs in areas of formal academic learning, cultural advancement, vocational improvement, and creative personal interests. They include Adult Basic Education and various Adult Extension Classes. These programs are described in a separate section of the catalog.

Technical Programs

BUSINESS ADMINISTRATION

Purpose of Curriculum

The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop:

1. understanding of the principles of organization and management in business operations.
2. understanding our economy through study and analysis of the role of production and marketing.
3. knowledge in specific elements of accounting, finance, and business law.
4. understanding and skill in effective communication for business.
5. knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

Job Opportunities

The graduate of the Business Administration curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. His duties might include making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting in supervision. Positions are available in businesses such as advertising, banking, credit, finance, retailing, wholesaling, hotel, tourist, and travel industry, insurance, transportation, and communications.

BUSINESS ADMINISTRATION

Suggested Curriculum By Quarters

Course Title		Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
FIRST QUARTER				
ENG 101	(Grammar)	3	0	3
BUS 101	Introduction to Business	5	0	5
MAT 110	Business Math	5	0	5
BUS 102	Typing I (or elective)	2	3	3
		15	3	16
SECOND QUARTER				
ENG 102	Composition	3	0	3
BUS 120	Accounting I	5	2	6
BUS 103	Typing II	2	3	3
BUS 110	Office Machines	1	4	3
ECO 102	Economics I	3	0	3
		14	9	18
THIRD QUARTER				
BUS 121	Accounting II	5	2	6
ECO 104	Economics II	3	0	3
EDP 104	Introduction To Data Processing	3	2	4
BUS 115	Business Law I	3	0	3
		14	4	16
FOURTH QUARTER				
BUS 206	Business Communication	3	0	3
BUS 123	Business Finance	3	0	3
BUS 122	Accounting III	5	2	6
BUS 116	Business Law II	3	0	3
		14	2	15
FIFTH QUARTER				
ENG 103	Report Writing	3	0	3
BUS 232	Sales Development	3	0	3
BUS 239	Introduction to Marketing	5	0	5
----	elective (Accounting)	5	2	6
		16	2	17
SIXTH QUARTER				
BUS 243	Advertising	3	2	4
BUS 235	Business Management	3	0	3
PSY 206	Applied Psychology	3	0	3
----	elective (or Bus. Ins. Bus. 247)	5	0	5
		14	2	15
SEVENTH QUARTER				
BUS 219	Credit Procedures and Problems	3	0	3
BUS 272	Principles of Supervision	3	0	3
BUS 271	Office Management	3	0	3
BUS 266	Budget and Record Keeping	3	0	3
----	Elective	5	0	5
		17	0	17

BUSINESS ADMINISTRATION
COURSE DESCRIPTIONS BY QUARTERS

FIRST QUARTER

ENG 101 Grammar 3 0 3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None

BUS 101 Introduction to Business 5 0 5
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None

MAT 110 Business Mathematics 5 0 5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None

BUS 102 Typewriting I 2 3 3
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None

SECOND QUARTER

ENG 102 Composition 3 0 3
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: ENB 101

BUS 120 Accounting I 5 2 6
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 110

BUS 103 Typewriting II 2 3 3
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

BUS 110 Office Machines 2 4 3
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None

ECO 102 Economics I 3 0 3
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange distribution, and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None

THIRD QUARTER

BUS 121 **Accounting II** 5 2 6

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: BUS 120

ECO 104 **Economics II** 3 0 3

Greater debth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: ECO 102

EDP 104 **Introduction to Data Processing Systems** 3 2 4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None

BUS 115 **Business Law I** 3 0 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None

FOURTH QUARTER

BUS 206 **Business Communication** 3 0 3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action—sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements remittances, and inquiry. Prerequisite: ENG 102, BUS 103

BUS 123 **Business Finance** 3 0 3

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. Prerequisite: None

BUS 122 **Accounting III** 5 2 6

A critical examination and analysis of accounting principles, determination of cost and income, valuation and statement presentation, current problems presented in accounting literature and business cases. Prerequisite: Bus 121.

BUS 116 **Business Law II** 3 0 3

Includes the study of laws pertaining to bailments, sales risk-bearing, partnership-corporation, mortgages and property rights. Prerequisite: BUS 115

FIFTH QUARTER

ENG 103 **Report Writing** 3 0 3

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his own chosen curriculum. Prerequisite: ENG 102

BUS 232 **Sales Development** 3 0 3

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None

BUS 239 **Introduction to Marketing** 5 0 5

A general survey of the field of marketing, with a detailed study of the function, policies, and institutions involved in the marketing process. Prerequisite: ECO 102, 104

SIXTH QUARTER

BUS 243 Advertising 3 2 4

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, product and marketing research, selection of media, means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. Prerequisite: BUS 239, ECO 102, 104

BUS 235 Business Organization & Management 3 0 3

Principles of business organization, administration and management, covering management theory including planning, staffing, controlling, coordinating, directing, financing, and budgeting. As an overview of developing and engineering the product, methods analysis and control, principles and administration of industrial relations and financing controls as interrelated functions of management are stressed. Prerequisite: BUS 101

PSY 206 Applied Psychology 3 0 3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None

SEVENTH QUARTER

BUS 219 Credit Procedures and Problems 3 0 3

Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included. Prerequisite: BUS 120

BUS 272 Principles of Supervision 3 0 3

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. Prerequisite: None

BUS 271 Office Management 3 0 3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None

BUS 266 Budget and Record Keeping 3 0 3

The basic principles, methods, and procedures for preparation and operation of budgets. Special attention is given to the involvement of individual departments and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning. Prerequisite: BUS 121

ACCOUNTING

Purpose of Curriculum

Accounting is one of the fastest growing employment fields in America today, and the job outlook for good accountants seems bright for many years to come. These opportunities result from the tremendous business and industrial expansion in all parts of the country. Because of this emphasis, there is a growing need for trained people in the area of accounting to help managers keep track of a firm's operation. The Accounting Curriculum is designed to fill this need by offering students the necessary accounting theories and skills for entry into the accounting profession.

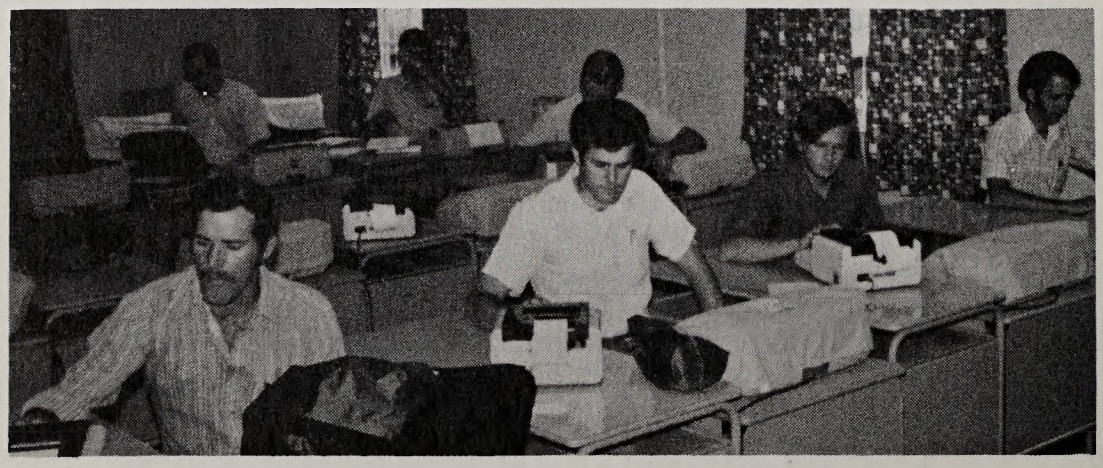
The specific objectives of the Accounting Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding of the fundamentals of accounting and analysis of financial statements.
3. Understanding and skill in effective communications for business.

Job Opportunities

The duties and responsibilities of an accountant vary somewhat in different firms. Some of the things an accountant might do are record transactions, render periodic reports, maintain cost records, make special reports, complete tax returns, audit the books, and advise management in areas of financial affairs.

The graduate of the Accounting Curriculum may qualify for various jobs in business and industry leading to any of the following accounting positions: accounting clerk, payroll clerk, accounting machine operator, auditor, and cost accountant. This training plus further experience should prepare them to become office managers, accounting supervisors, and to fill other responsible positions in a business firm.



ACCOUNTING

Suggested Curriculum By Quarters

	Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER				
ENG 101	Grammar	3	0	3
BUS 101	Introduction to Business	5	0	5
MAT 110	Business Math.	5	0	5
BUS 102	Typing I (or elective)	2	3	3
		15	3	16
SECOND QUARTER				
ENG 102	Composition	3	0	3
BUS 120	Accounting I	5	2	6
BUS 103	Typing II	2	3	3
BUS 110	Office Machines	1	4	3
ECO 102	Economics	3	0	3
		14	9	18
THIRD QUARTER				
BUS 121	Accounting II	5	2	6
ECO 104	Economics II	3	0	3
EDP 104	Introduction to Data Processing	3	2	4
BUS 115	Business Law I	3	0	3
		14	4	16
FOURTH QUARTER				
BUS 206	Business Communication	3	0	3
BUS 123	Business Finance	3	0	3
BUS 122	Accounting III	5	2	6
BUS 116	Business Law II	3	0	3
		14	2	15
FIFTH QUARTER				
BUS 222	Intermediate Accounting I	5	2	6
BUS 258	Machine Accounting	1	1	1
ENG 103	Report Writing	3	0	3
BUS 239	Marketing	5	0	5
		14	3	15
SIXTH QUARTER				
BUS 223	Intermediate Accounting II	5	2	6
BUS 229	Taxes	3	2	4
BUS 247	Insurance	5	0	5
----	elective	3	0	3
		16	4	18
SEVENTH QUARTER				
BUS 269	Auditing	3	2	4
BUS 225	Cost Accounting	5	0	5
BUS 219	Credit Procedures and Problems	3	0	3
----	elective	5	0	5
		16	2	17

ACCOUNTING

Course Descriptions By Quarters

FIRST QUARTER

ENG 101 Grammar 3 0 3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None

BUS 101 Introduction to Business 5 0 5
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None

MAT 110 Business Mathematics 5 0 5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None

BUS 102 Typewriting I 2 3 3
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None

SECOND QUARTER

ENG 102 Composition 3 0 3
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: ENG 101

BUS 120 Accounting I 5 2 6
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 110

BUS 103 Typewriting II 2 3 3
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

BUS 110 Office Machines 1 4 3
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None

ECO 102 Economics 3 0 3
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None

THIRD QUARTER

BUS 121 **Accounting II** 5 2 6

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: BUS 120

ECO 104 **Economics II** 3 0 3

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: ECO 102

EDP 104 **Introduction to Data Processing Systems** 3 2 4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None

BUS 115 **Business Law I** 3 0 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None

FOURTH QUARTER

BUS 206 **Business Communication** 3 0 3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action—sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements remittances, and inquiry. Prerequisite: ENG 102, BUS 103

BUS 123 **Business Finance** 3 0 3

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. Prerequisite: None

BUS 122 **Accounting III** 5 2 6

A critical examination and analysis of accounting principles, determination of cost and income, valuation and statement presentation, current problems presented in accounting literature and business cases. Prerequisite: BUS 121.

BUS 116 **Business Law II** 3 0 3

Includes the study of laws pertaining to bailments, sales risk-bearing, partnership-corporation, mortgages and property rights. Prerequisite: BUS 115

FIFTH QUARTER

BUS 222 **Intermediate Accounting** 5 2 6

The student is given a thorough knowledge of concepts used in the preparation and interpretation of financial statements. Each item of the income statement and balance sheet is carefully analyzed prior to making a selection as to how these items will be utilized. Prerequisite: BUS 121

BUS 258 **Machine Accounting** 1 1 1

Designed to provide a reasonable skill in the use of office machines. Each student shall develop a fair degree of efficiency in the basic operations of each machine through the application of procedures learned to actual problem solving in the accounting field. Prerequisite: BUS 121

ENG 103 **Report Writing** 3 0 3

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his own chosen curriculum. Prerequisite: ENG 102

BUS 239 **Introduction to Marketing** 5 0 5

A general survey of the field of marketing, with a detailed study of the function, policies, and institutions involved in the marketing process. Prerequisite: ECO 102, 104

SIXTH QUARTER

BUS 223 **Intermediate Accounting II** 5 2 6

A continuation of the study begun in BUS 222. The application of accounting principles and concepts to account evaluation and income determination is emphasized. Special problems peculiar to corporations and analyses of financial reports are considered.

BUS 229 **Taxes** 3 2 4

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Prerequisite: BUS 121

BUS 247 **Insurance** 5 0 5

A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included. Prerequisite: BUS 116

SEVENTH QUARTER

BUS 269 **Auditing** 3 2 4

Principles of conducting audits both internal and external, with special emphasis on the control and safeguarding of assets and properly recording liabilities. Prerequisite: BUS 122.

BUS 225 **Cost Accounting** 5 0 5

Nature and purpose of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures. Prerequisite: BUS 121.

BUS 219 **Credit Procedures and Problems** 3 0 3

Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included. Prerequisite: BUS 120

GENERAL OFFICE TECHNOLOGY

Purpose of the Curriculum

Because more people are employed in clerical jobs than in any other field, there is a real need for trained personnel who can do the routine daily work in an office.

The General Office curriculum is a two-year technical program designed for those people who do want employment in the business world but do not want to specialize in shorthand or accounting. Specialized training is given in typing, filing, and machine transcription. This is supplemented by a study in business related courses and in human relations and psychology. This course of study will give a person the necessary knowledge and training to assume routine office work responsibilities and to do machine transcription.

Job Opportunities

The graduate of the General Office Curriculum may be employed as a file clerk, machine transcriptionist, typist, receptionist, cashier, billing clerk, shipping clerk, payroll clerk, and other clerical-related jobs. Opportunities are available in government offices and in almost every type of business, large or small.

GENERAL OFFICE TECHNOLOGY

Suggested Curriculum By Quarters

Course No. and Title		Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
FIRST QUARTER				
BUS 102	Typewriting I	2	3	3
MAT 110	Business Mathematics	5	0	5
BUS 101	Introduction to Business	5	0	5
ENG 101	Grammar	3	0	3
		15	3	16
SECOND QUARTER				
ENG 102	English Composition	3	0	3
BUS 103	Typing II	2	3	3
BUS 120	Accounting I	5	2	6
BUS 182	Punctuation, Spelling and Word Power	3	0	3
ECO 102	Economics I	3	0	3
		16	5	18
THIRD QUARTER				
BUS 110	Office Machines	2	2	3
BUS 115	Business Law I	3	0	3
BUS 104	Typing III	2	3	3
BUS 134	Personality Development	3	0	3
BUS 121	Accounting II	5	2	6
		15	7	18
FOURTH QUARTER				
BUS 122	Accounting III	5	2	6
BUS 206	Business Communication	3	0	3
BUS 205	Production Typewriting	2	3	3
BUS 213	Office Procedures	2	3	3
----	Elective	3	0	3
		15	8	18
FIFTH QUARTER				
ENG 103	Report Writing	3	0	3
BUS 232	Sales Development	3	0	3
EDP 104	Introduction to Data Processing	3	2	4
ECO 108	Consumer Economics	3	0	3
BUS 212G	Machine Transcription	2	3	2
		14	5	15
SIXTH QUARTER				
ENG 204	English-Speech	3	0	3
BUS 207	Medical & Legal Terminology	3	0	3
PSY 206	Applied Psychology	3	0	3
----	Electives	5	3	6
		14	3	15
SEVENTH QUARTER				
BUS 271	Office Management	3	0	3
BUS 272	Principles of Supervision	3	0	3
BUS 219	Credit Procedures and Problems	3	0	3
	Elective	6	0	6
		15	0	15

GENERAL OFFICE TECHNOLOGY

Course Descriptions
By
Quarters

FIRST QUARTER

BUS 102 **Typewriting I** 2 3 3
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None

MAT 110 **Business Mathematics** 5 0 5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None

BUS 101 **Introduction to Business** 5 0 5
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None

ENG 101 **Grammar** 3 0 3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None

SECOND QUARTER

ENG 102 **Composition** 3 0 3
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: ENG 101

BUS 103 **Typewriting II** 2 3 3
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

BUS 120 **Accounting I** 5 2 6
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 110

BUS 182 **Punctuation, Spelling and Word Power** 3 0 3
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.

ECO 102 **Economics I** 3 0 3
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None

THIRD QUARTER

BUS 110 Office Machines 2 2 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None

BUS 115 Business Law I 3 0 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None

BUS 104 Typewriting III 2 3 3

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 103 or the equivalent. Speed requirement, 40 words per mitute for five minutes.

BUS 134 Personality Development 3 0 3

Designed to teach the student the importance of good personality that will assist in job success. Emphasis is placed on the principles of grooming in the areas of dress, make-up, hygiene and health. Prerequisite: None

BUS 121 Accounting II 5 2 6

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: BUS 120

FOURTH QUARTER

BUS 122 Accounting III 5 2 6

A critical examination and analysis of accounting principles, determination of cost and income, valuation and statement presentation, current problems presented in accounting literature and business cases. Prerequisite: BUS 121.

BUS 206 Business Communication 3 0 3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action—sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements remittances, and inquiry. Prerequisite: ENG 102.

BUS 205 Production Typewriting 2 3 3

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: BUS 104.

BUS 213 Office Procedures 2 3 3

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: None

FIFTH QUARTER

ENG 103 Report Writing 3 0 3

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his own chosen curriculum. Prerequisite: ENG 102

BUS 232 **Sales Development** 3 0 3
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None

EDP 104 **Introduction to Data Processing Systems** 3 2 4
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None

ECO 108 **Consumer Economics** 3 0 3
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives. Prerequisite: None

BUS 212G **Machine Transcription** 2 3 2
Students develop skill in typing mailable letters, memoranda, and manuscripts directly from recorded belts. Emphasis is placed on vocabulary development, spelling, grammar, punctuation, and word division. Prerequisite: BUS 104 or the equivalent.

SIXTH QUARTER

ENG 204 **English - Speech** 3 0 3
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: ENG 101

BUS 207 **Medical and Legal Terminology** 3 0 3
A study of medical and legal terminology and their usage in the appropriate technical and professional offices. Prerequisites: Eng 101, 102.

PSY 206 **Applied Psychology** 3 0 3
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None

SEVENTH QUARTER

BUS 271 **Office Management** 3 0 3
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None

BUS 272 **Principles of Supervision** 3 0 3
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. Prerequisite: None

BUS 219 **Credit Procedures and Problems** 3 0 3
Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included. Prerequisite: BUS 120

EXECUTIVE SECRETARIAL

Purpose of Curriculum

The Executive Secretarial Curriculum is designed to offer students the necessary skills in typing, taking dictation, transcribing, filing, and other skills essential for stenographic or secretarial work.

The curriculum is arranged so that a student may, during the final quarter, take options as to specialized areas in the secretarial field.

Job Opportunities

The graduate of the Executive Secretarial Curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions and financial firms.

EXECUTIVE SECRETARIAL

Suggested Curriculum By Quarters

Course Title		Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
FIRST QUARTER				
ENG 101	Grammar	3	0	3
BUS 102	Typewriting I	2	3	3
MAT 110	Business Mathematics	5	0	5
BUS 101	Introduction to Business	3	0	3
BUS 106	Shorthand I	3	2	4
		16	5	18
SECOND QUARTER				
ENG 102	Composition	3	0	3
BUS 103	Typewriting II	2	3	3
BUS 107	Shorthand II	3	2	4
BUS 120	Accounting I	5	2	6
BUS 115	Business Law I	3	0	3
		16	7	19
THIRD QUARTER				
BUS 206	Business Communications	3	0	3
BUS 104	Typewriting III	2	3	3
BUS 108	Shorthand III	3	2	4
BUS 110	Office Machines	2	2	3
BUS 134	Personality Development	3	0	3
		13	7	16
FOURTH QUARTER				
BUS 205	Production Typewriting	2	3	3
BUS 214	Secretarial Procedures	5	2	6
EDP 104	Introduction to Data Processing	3	2	4
BUS ----	(Elective)	3	0	3
		13	7	16
FIFTH QUARTER				
ENG 103	Report Writing	3	2	4
BUS 207	Medical and Legal Terminology	3	0	3
BUS 206E	Dictation and Transcription	3	2	4
BUS 271	Office Management	3	0	3
ECO 108	Consumer Economics	3	0	3
		17	4	17
SIXTH QUARTER				
BUS 215E	Office Application	6	0	6
BUS 208E	Dictation and Transcription	3	2	4
PSY 206	Applied Psychology	3	0	3
BUS ----	Elective	3	0	3
		15	2	16

EXECUTIVE SECRETARIAL

Course Descriptions By Quarters

FIRST QUARTER

ENG 101 Grammar 3 0 3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None

BUS 102 Typewriting I 2 3 3
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None

MAT 110 Business Mathematics 5 0 5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None

BUS 101 Introduction to Business 3 0 3
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None

BUS 106 Shorthand I 3 2 4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None

SECOND QUARTER

ENG 102 Composition 3 0 3
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: ENG 101

BUS 103 Typewriting II 2 3 3
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

BUS 107 Shorthand II 3 2 4
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite. BUS 106 or the equivalent.

BUS 120 Accounting I 5 2 6
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 110

BUS 115 Business Law I 3 0 3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None

THIRD QUARTER

BUS 206 Business Communication 3 0 3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action—sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements remittances, and inquiry. Prerequisite: ENG 102, BUS 103.

BUS 104 Typewriting III 2 3 3

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

BUS 108 Shorthand III 3 2 4

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107

BUS 110 Office Machines 2 2 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None

BUS 134 Personality Development 3 0 3

Designed to teach the student the importance of good personality that will assist in job success. Emphasis is placed on the principles of grooming in the areas of dress, make-up, hygiene and health. Prerequisite: None

FOURTH QUARTER

BUS 205 Production Typewriting 2 3 3

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: BUS 104.

BUS 214 Secretarial Procedures 5 2 6

Designed to acquaint the student with the total responsibilities encountered by a secretary during a work day. Instruction and practice include the following: fundamentals of indexing and filing: shorthand dictation and transcription; terminology appropriate to general office work; the handling of mail; correct telephone techniques; keeping of office records; purchasing supplies; travel information; and special duties and requirements of a secretary or receptionist. Prerequisites: Bus 102, Bus 103, Bus 107, Bus 108, Bus 134, and Bus 110.

EDP 104 Introduction to Data Processing Systems 3 2 4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None

FIFTH QUARTER

ENG 103 Report Writing 3 2 4

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his own chosen curriculum. Prerequisite: ENG 102

BUS 207 Medical and Legal Terminology 3 0 3
A study of medical and legal terminology and their usage in the appropriate technical and professional offices. Prerequisites: English 101 and 102.

BUS 206E Dictation and Transcription 3 2 4
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material. Prerequisite: BUS 108

BUS 271 Office Management 3 0 3
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None

ECO 108 Consumer Economics 3 0 3
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives. Prerequisite: None

SIXTH QUARTER

BUS 215E Office Application 6 0 6
During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study. Prerequisite: BUS 214, BUS 205, BUS 208, BUS 211.

BUS 208E Dictation and Transcription 3 2 4
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material. Prerequisite: BUS 207.

PSY 206 Applied Psychology 3 0 3
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None

LEGAL — SECRETARIAL

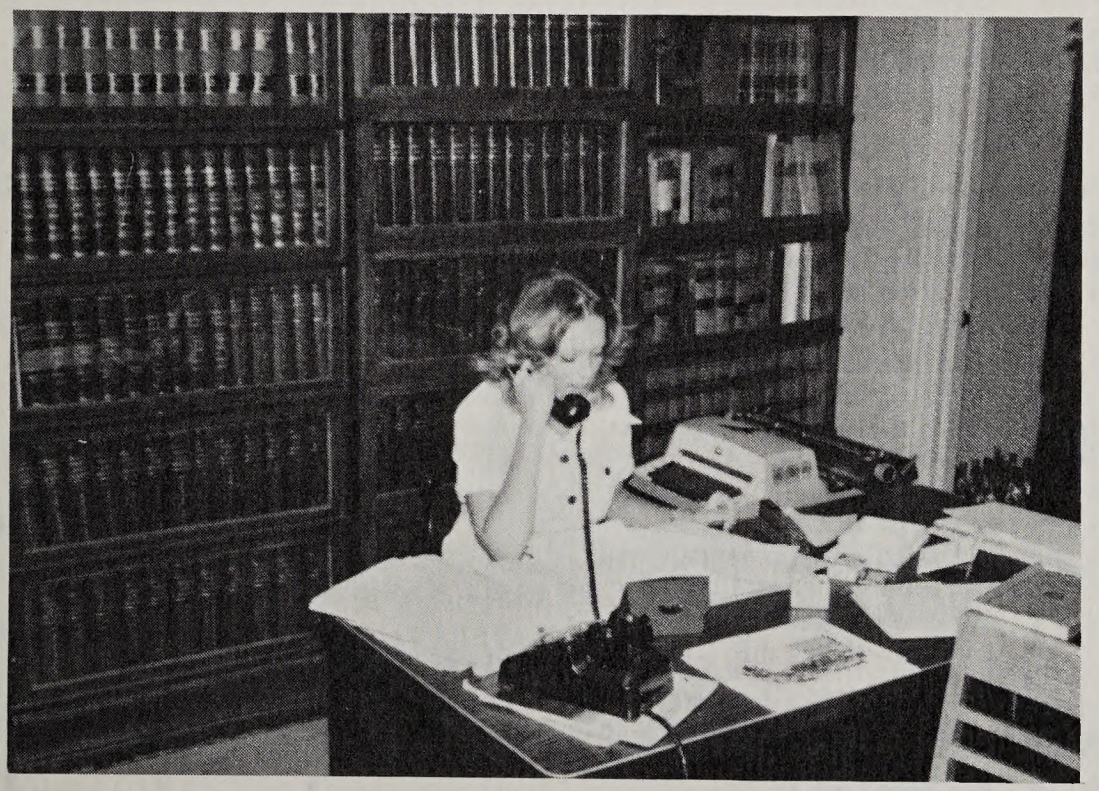
Purpose of the Curriculum

The demand for better qualified legal secretaries in our ever-expanding legal profession is becoming more acute. The purpose of the Legal Secretary Curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the legal profession.

The curriculum is designed to offer the students the necessary secretarial skills in typing dictation, transcription, and terminology for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

Job Opportunities

The graduate of the Legal Secretary Curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyer's offices and state and government offices.



LEGAL — SECRETARIAL

Suggested Curriculum By Quarters

	Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER				
ENG 101	Grammar	3	0	3
MAT 110	Business Mathematics	5	0	5
BUS 101	Introduction to Business	3	0	3
BUS 102	Typewriting I	2	3	3
BUS 106	Shorthand I	3	2	4
		16	5	18
SECOND QUARTER				
ENG 102	Composition	3	0	3
BUS 103	Typewriting II	2	3	3
BUS 107	Shorthand II	3	2	4
BUS 120	Accounting I	5	2	6
		13	7	16
THIRD QUARTER				
BUS 183L	Legal Terminology and Vocabulary	3	0	3
BUS 104	Typewriting III	2	3	3
BUS 108	Shorthand III	3	2	4
BUS 134	Personality Development	3	0	3
BUS 121	Accounting II	5	2	6
		16	7	19
FOURTH QUARTER				
ENG 204	Oral Communication	3	0	3
BUS 205L	Advanced Legal Typewriting	2	3	3
BUS 206L	Dictation and Transcription I	3	2	4
EDP 104	Introduction to Data Processing	3	2	4
BUS ----	Elective	3	0	3
		14	7	17
FIFTH QUARTER				
BUS 206	Business Communication	3	0	3
BUS 115	Business Law I	3	0	3
BUS 207L	Dictation and Transcription II	5	2	6
BUS 212L	Machine Transcription*	2	2	3
BUS 271	Office Management	3	0	3
	*Includes a unit of instruction in office machines.	16	4	18
SIXTH QUARTER				
BUS 116	Business Law II	3	0	3
BUS 214L	Secretarial Procedures	2	2	3
PSY 206	Applied Psychology	3	0	3
BUS 215L	Office Application	10	0	10
		18	2	19

LEGAL SECRETARIAL

Course Descriptions By Quarters

FIRST QUARTER

ENG 101 Grammar 3 0 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations industry and social life. Prerequisite: None

MAT 110 Business Mathematics 5 0 5

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None

BUS 101 Introduction to Business 3 0 3

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None

BUS 102 Typewriting I 2 3 3

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None

BUS 106 Shorthand I 3 2 4

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None

SECOND QUARTER

ENG 102 Composition 3 0 3

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: ENG 101

BUS 103 Typewriting II 2 3 3

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

BUS 107 Shorthand II 3 2 4

Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite. BUS 106 or the equivalent.

BUS 120 Accounting I 5 2 5

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 110.

THIRD QUARTER

BUS 183L Terminology and Vocabulary 3 0 3

To develop knowledge and understanding of the terminology and vocabulary appropriate to the course of study as it is used in a legal office. Prerequisite: BUS 107.

BUS 104 **Typewriting III** 2 3 3

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

BUS 108 **Shorthand III** 3 2 4

Theory and speed building. Introduction to office style dictation Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107.

BUS 134 **Personality Development** 3 0 3

Designed to teach the student the importance of good personality that will assist in job success. Emphasis is placed on the principles of grooming in the areas of dress, make-up, hygiene and health. Prerequisite: None

BUS 121 **Accounting II** 5 2 6

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: BUS 120.

FOURTH QUARTER

ENG 204 **Oral Communication** 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, confereences, and interviews. Prerequisite: ENG 101

BUS 205L **Advanced Legal Typewriting** 2 3 3

Emphasis is placed on the techniques necessary for typing legal documents, reports, and legal correspondence with the use of appropriate legal terminology. Prerequisite: BUS 104.

BUS 206L **Dictation and Transcription I** 3 2 4

Practice in developing skill in taking legal dictation and transcribing accurately on the typewriter of both familiar and unfamiliar material at varying rates of speed. Prerequisite: BUS 108.

EDP 104 **Introduction to Data Processing Systems** 3 2 4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None

FIFTH QUARTER

BUS 206 **Business Communication**

Develops skills in techniques in writing business communications. Emphasis is placed on writing action—sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements remittances, and inquiry. Prerequisite: ENG 102, BUS 103.

BUS 215 Office Application 6 0 6

During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study. Prerequisite: BUS 214, BUS 205, BUS 208, BUS 211.

BUS 207L Dictation and Transcription II 5 2 6

Advanced legal dictation at varying rates of speed and development of skill in transcribing on the typewriter unfamiliar material appropriate to work in a legal office.

BUS 212L Legal Machine Transcription 3 0 3

This course is designed to train students in the skillful operation of transcribing machines and to give them practice in typing legal reports utilizing legal terminology.

BUS 271 Office Management 3 0 3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None

SIXTH QUARTER

BUS 116 Business Law II 3 0 3

Includes the study of laws pertaining to bailments, sales risk-bearing, partnership-corporation, mortgages and property rights. Prerequisite: BUS 115.

BUS 214L Secretarial Procedures 2 2 3

The course is designed to acquaint the student with the total responsibilities encountered by a legal secretary during a work day. Instruction and practice include: correct telephone techniques; terminology appropriate to legal-office work; keeping of legal records; and special duties and requirements of a legal secretary-receptionist.

PSY 206 Applied Psychology 3 0 3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None

BUS 215L Office Application 10 0 10

Students are assigned to work in a legal office ten hours per week. The objective is to provide actual work experience and an opportunity for the practical application of the skills and knowledge appropriate for a legal office.

MEDICAL — SECRETARIAL

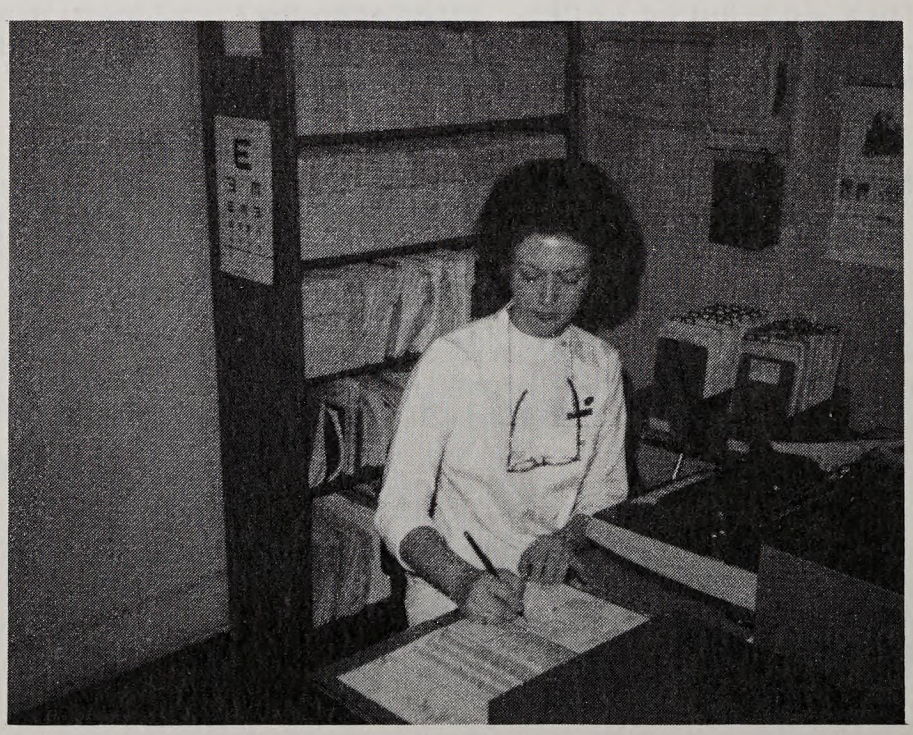
Purpose of the Curriculum

The demand for better qualified medical secretaries in our ever-expanding medical profession is becoming more acute. The purpose of this curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the medical profession, and to enable persons to become proficient soon after accepting employment in the medical and health occupations.

The Medical Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

Job Opportunities

The graduate of the Medical Secretary Curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical records, reports and letters. The duties of a medical secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. The graduate may enter a secretarial position in a variety of offices such as physicians , private and public hospitals, federal and state health programs, and the drug and pharmaceutical industry.



MEDICAL — SECRETARIAL

Suggested Curriculum By Quarters

	Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER				
ENG 101	Grammar	3	0	3
MAT 110	Business Mathematics	5	0	5
BUS 101	Introduction to Business	3	0	3
BUS 102	Beginning Typewriting I	2	3	3
BUS 106	Beginning Shorthand I	3	2	4
		16	5	18
SECOND QUARTER				
ENG 102	Composition	3	0	3
BUS 103	Intermediate Typewriting II	2	3	3
BUS 107	Shorthand II	3	2	4
BUS 120	Accounting I	5	2	6
		13	7	16
THIRD QUARTER				
BUS 183M	Medical Terminology and Vocabulary	3	0	3
BUS 104	Advanced Typewriting III	2	3	3
BUS 108	Shorthand III	3	2	4
BUS 134	Personality Development	3	0	3
BUS 110	Office Machines	2	2	3
		13	7	16
FOURTH QUARTER				
ENG 204	Oral Communication	3	0	3
BUS 205M	Advanced Medical Typewriting	2	3	3
BUS 206M	Dictation and Transcription I	3	2	4
EDP 104	Introduction to Data Processing	3	2	4
BUS ----	Elective	3	0	3
		14	7	17
FIFTH QUARTER				
BUS 206	Business Communication	3	0	3
BUS 115	Business Law I	3	0	3
BUS 207M	Dictation and Transcription II	5	2	6
BUS 271	Office Management	3	0	3
BUS ----	Elective	3	0	3
		17	2	18
SIXTH QUARTER				
BUS 116	Business Law II	3	0	3
BUS 214M	Secretarial Procedures	2	2	3
PSY 206	Applied Psychology	3	0	3
BUS 215M	Office Application	10	0	10
		18	2	19

MEDICAL SECRETARIAL

Course Descriptions By Quarters

FIRST QUARTER

ENG 101 Grammar 3 0 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None

MAT 110 Business Mathematics 5 0 5

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None

BUS 101 Introduction to Business 3 0 3

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None

BUS 102 Beginning Typewriting I 2 3 3

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None

BUS 106 Beginning Shorthand I 3 2 4

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None

SECOND QUARTER

ENG 102 Composition 3 0 3

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: ENG 101.

BUS 103 Intermediate Typewriting II 2 3 3

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

BUS 107 Shorthand II 3 2 4

Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite. BUS 106 or the equivalent.

BUS 120 Accounting I 5 2 5

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 110.

THIRD QUARTER

BUS 183M Terminology and Vocabulary 3 0 3

To develop knowledge and understanding of the terminology and vocabulary appropriate to the course of study as it is used in a medical office. Prerequisite: BUS 107.

BUS 104 Typewriting III 2 3 3

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

BUS 108 Shorthand III 3 2 4

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107.

BUS 108 Shorthand III 3 2 4

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107.

BUS 134 Personality Development 3 0 3

Designed to teach the student the importance of good personality that will assist in job success. Emphasis is placed on the principles of grooming in the areas of dress, make-up, hygiene and health. Prerequisite: None

BUS 110 Office Machines 2 2 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None

FOURTH QUARTER

ENG 204 Oral Communication 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: ENG 101.

BUS 205M Advanced Medical Typewriting 2 3 3

Emphasis is placed on the necessary techniques for typing medical reports, correspondence, and case histories with the use of appropriate medical terminology. Prerequisite: BUS 104.

BUS 206M Dictation and Transcription I 3 2 4

Practice in developing skill in taking medical dictation and transcribing accurately on the typewriter medical histories, correspondence, and other reports relevant to the medical profession. Prerequisite: BUS 108.

EDP 104 Introduction to Data Processing Systems 3 2 4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None

FIFTH QUARTER

BUS 206 Business Communication

Develops skills in techniques in writing business communications. Emphasis is placed on writing action—sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements remittances, and inquiry. Prerequisite: ENG 102, BUS 103.

BUS 115 Business Law I 3 0 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None

BUS 207M Dictation and Transcription II 5 2 6

Advanced medical dictation at varying rates of speed and development of skill in transcribing on the typewriter unfamiliar material appropriate to work in a medical office.

BUS 271 Office Management 3 0 3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None

SIXTH QUARTER

BUS 116 Business Law II 3 0 3

Includes the study of laws pertaining to bailments, sales risk-bearing, partnership-corporation, mortgages and property rights. Prerequisite: BUS 115.

BUS 214M Secretarial Procedures 2 2 3

The course is designed to acquaint the student with the total responsibilities encountered by a medical secretary during a work day. Instruction and practice include: terminology appropriate to medical-office work; keeping of medical records; correct telephone techniques; and special duties and requirements of a medical secretary-receptionist.

PSY 206 Applied Psychology 3 0 3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None

BUS 215M Office Application 10 0 10

Students are assigned to work in a medical office ten hours per week. The objective is to provide actual work experience and an opportunity for the practical application of the skills and knowledge appropriate for a medical office.

MINERALS TECHNOLOGY

Purpose of Curriculum

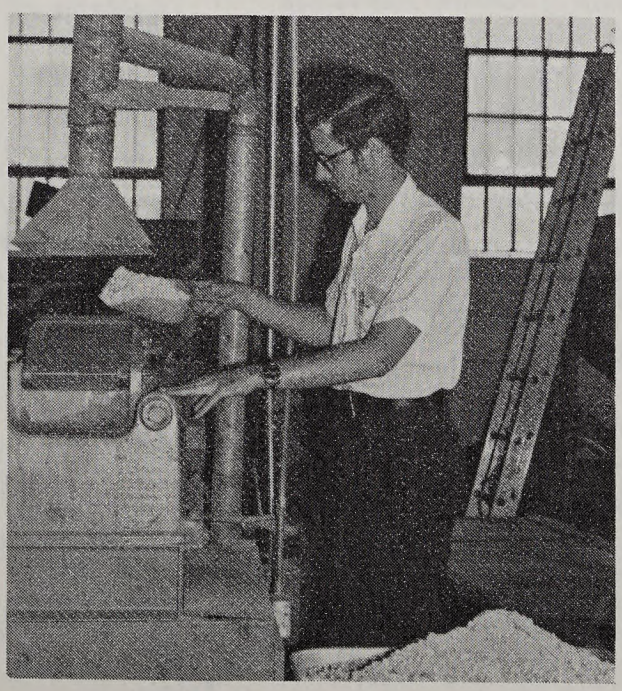
This course is designed to provide depth of understanding and a competent level of skill and proficiency in the technical requirements for occupations in the field of Minerals Technology.

The length of the program includes two academic years and the summer between the first and second years. The curriculum provides students an option of two exit points. Students interested in acquiring the basic skills needed to be a competent worker in the mining industry may take the first four quarters of the program. Students who complete the second year of the program will be qualified after additional experience to enter more advanced positions which require greater responsibility and technical competence.

Job Opportunities

Completion of a minerals technician program qualifies a student for entry into many different jobs within the mining industry. The following jobs are representative of some of the ones available to the Minerals Technology graduate: Quality Control Technician, Mining Laboratory Technician, Time and Motion Study Technician, Engineering Technician, Safety Analyst Technician, Technical Writer, Materials Testing Technician, Research Assistant, Survey Helper, Assistant Geologist, Mill Technician, Chemical Analyst Assayer, Shift Foreman, Mining Superintendent.

Job opportunities are also available with governmental agencies and regulating boards as well as other facets of private industry that are supportive of the minerals and mining industry.



MINERALS TECHNOLOGY

Suggested Curriculum By Quarters

Course Title	Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER			
T-MIN 101 Minerals Technology	3	9	6
T-MAT 101 Technical Mathematics	5	0	5
T-PHS 101 Physical Science	3	3	4
T-DFT 101 Technical Drafting	0	6	3
	11	18	18
SECOND QUARTER			
T-MIN 102 Minerals Technology	3	9	6
T-MAT 102 Technical Mathematics	5	0	5
T-PHS 102 Physical Science	3	3	4
T-MEC 106 Introcuction to Metallurgy	2	3	3
	13	15	18
THIRD QUARTER			
T-MIN 103 Minerals Technology	3	9	6
T-PHS 103 Physical Science	3	3	4
T-MIN 104 Ore Dressing I	2	6	5
T-PSY 206 Applied Psychology	3	0	3
	11	18	18
FOURTH QUARTER			
T-MIN 105 Minerals Technology	2	30	5
T-MIN 106 Ore Dressing II	2	6	5
	4	36	10
FIFTH QUARTER			
T-MIN 201 Minerals Technology (Specialized)	2	15	4
T-MIN 202 Mining Operations	3	2	4
T-ENG 101 Grammar	3	0	3
T-CON 101 Conservation of Natural Resources	3	0	3
Elective	3	0	3
	14	17	17
SIXTH QUARTER			
T-MIN 203 Minerals Technology (Specialized)	2	15	4
T-MIN 204 Mining Operations	3	2	4
T-ENG 102 Composition	3	0	3
T-MIN 205 Environmental Engineering	3	2	4
Elective	3	0	3
	14	19	18
SEVENTH QUARTER			
T-MIN 206 Minerals Technology (Specialized)	2	15	4
T-MIN 207 Mining Operations	3	2	4
T-ENG 204 Oral Communication	3	0	3
T-BUS 233 Personnel Management	3	0	3
Elective	3	0	3
	14	17	17
Total Quarter Hours in Courses			107
Electives			9
Total			116

MINERALS TECHNOLOGY

Course Descriptions
By
Quarters

FIRST QUARTER

MIN 101 MINERALS TECHNOLOGY 3 9 6

Basic techniques of mining and processing minerals. This will be based on flow sheets of each commodity. The students will visit each operation after an initial briefing on the operation. After a visit, a more detail description and discussion will be provided, including processing, economics and other facets of the industry.

MAT 101 Technical Mathematics 5 0 5

The real number systems are developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed.

PHS 101 Physical Science 3 3 4

Consideration of our system of measurement which will lead to a study of motion. Mechanical energy, fluids and their pressure, the structure of matter with the behavior of molecules and the resultant heat produced from this phenomena.

DFT 101 Technical Drafting 0 6 3

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.

SECOND QUARTER

MIN 102 Minerals Technology 3 9 6

Minerals will be studied in relation to their crystallization and chemical content. Emphasis is placed on important mineral groups especially to the silicates and other rock forming minerals. Identification of minerals will be through their physical properties and their association with various groups of rocks. Igneous rocks and their relation to the silicate systems is one example. Structural formations and deformations will be introduced.

MAT 102 Technical Mathematics 5 0 5

A continuation of T-MAT 101. Advanced algebraic and trigonometric topics, including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth.

PHS 102 Physical Science 3 3 4

This is a study of chemical elements, symbols and chemical changes. Emphasis is placed upon chemical processes, ionization, and equilibrium. Some of the elements and their compounds are included in this study, these include nitrogene — its compounds, the halogens, sulfurits compounds and common metals of interest to mining and mineral industries. Organic compounds, carbon and silicon are also correlated with the needs of the mining and minerals industry.

MEC 106 **Introduction to Metallurgy** 2 3 3

This is an introductory study, designed to acquaint the student with a wide variety of metallurgical concepts. Many of the basic physical properties are developed and related to the behavior of metals and alloys. A preliminary study of metal structure will also be initiated. The student will become acquainted with the operation of machine tools and will study machinability of metals and alloys.

THIRD QUARTER

MIN 103 **Minerals Technology** 3 9 6

The course is a continuation of Minerals Technology II beginning with elementary structural geology and introductory mining geology. A survey of the mining — mineral operation gives consideration to the following: the separation processes, concentrate processes, transportation within the plant and the necessary controls used in producing the product.

PHS 103 **Physical Science** 3 3 4

This is a study of electrical energy, including direct current circuits, alternating current circuits, magnetic effects with electromagnetic induction, resonance and electronic devices. The course will conclude with a study of Xrays, sound, light, and optical instruments.

MIN 104 **Ore Dressing I** 2 6 5

This course in mineral or ore dressing outlines only the principles covering the techniques employed in liberating and separating solid substances obtained through mining operations. This course includes the following areas of study; a description of ore dressing, washing, hand separation, crushing and grinding, concentration and beneficiation, sizing and classification, settling and filtering, and agglomeration.

PSY 206 **Applied Psychology** 3 0 3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the prinicples of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None

FOURTH QUARTER

MIN 105 **Minerals Technology** 2 30 5

This course consists of one quarter of supervised cooperative work experience of approximately eleven weeks at 30 hours each week, or approximately 330 total hours awarding five quarter hours credit. The objective of this course is to provide the student—before graduation from Mineral Technology — a working practice in an environment in which he will experience after graduation and upon employment. This period of time will enable the student to use the equipment and perform the processes and services required of his specialty under close supervision and with responsibilities commensurate with his capabilities. The cooperative work experience period will be carefully planned and closely supervised by both the educational institution where the student is enrolled and the agency or business where the student is employed. An official agreement among the educational institution, the student, and the agency or business will provide for a programmed sequence of activities to be performed by the student, with supervisory responsibilities for the educational elements of the work clearly defined.

MIN 106 **Ore Dressing II** 2 5 5

This course of instruction is detailed in the major areas of screening, grinding, classification, concentration by flotation, thickening and filtration.

FIFTH QUARTER

MIN 201 Minerals Technology (specialized) 2 15 4

This course offers the student advanced work in explosives, material sampling, reserve calculations, and loose material handling. Modern methods in both surface and underground mines will be included. The economics of mining emphasizing valuation and management will be applied.

MIN 202 Mining Operations 2 0 3

Historical survey of mining and mining economics. The student is introduced to mining terms, mining laws, and the general duties of the mining technician. Principles of exploration including geology, geochemistry, geophysics, sampling, prospect drilling and statistical evaluation are included. The unit mining operations of fragmentation, mine structure support, materials handling are separately considered in detail. Laboratory projects are designed to parallel material studied in the classroom.

ENG 101 Grammar 3 0 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None

CON 101 Conservation of Natural Resources 3 3 3

This is a study of renewable and nonrenewable resources. The study here will tie both of these types of resources together, yet treat them separately as the situations arise. The areas of study include soil conservation, water conservation, forest conservation, mineral conservation, wildlife conservation, conservation for recreation, and conservation — human resources.

SIXTH QUARTER

MIN 203 Minerals Technology (Specialized) 2 15 4

The course is designed to give specialized work experience in industry. Class lectures are correlated to the work experience and include the following: crushing and grinding, screening, classification, magnetic and electrostatic system, flotation, thickening, flow sheet development, recovery of waste, and drying of the final product.

MIN 204 Mining Operations 3 2 2

This is a study of loose material handling, machinery application involving all phases of materials handling, prospect drilling and statistical evaluation, drilling and blasting at mines, pits, and quarries. Analysis of elements of surface mining operations and design of surface mining systems components are included. Ore estimates, grade control, Long range planning cost estimation, slope stability and control are discussed. The student is allowed to design either an open pit mine method or underground mining method to fit conditions of assigned ore body or their particular interest.

ENG 102 Composition 3 0 3

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: ENG 101

MIN 205 Environmental Engineering 3 2 4

This course will provide a study of air and water problems (pollution) from the standpoint of: (1) causes, (2) effects, (3) prevention. Studying regulations of environmental problems — indicating the benefits derived from such regulations as well as adverse or detrimental results from the lack of regulatory practices as it effects both the worker of the mining — mineral industry as well as society in general. Application of principles of environmental control in mines (both underground and surface) will include some of the following areas: (1) plant design, (2) ventilation — natural and mechanical, (3) air conditioning of mines, (4) collection and retention of particulate matter, (5) gaseous emission in the industrial plant, (6) gaseous emission in the mining areas — underground and surface.

SEVENTH QUARTER

MIN 206 Mineral Technology (Specialized) 2 15 4

This course involves a study of processes both in physical and chemical operation, development, and balance of flow sheets, and machinery selection for plant operators. Plant design relative to processing relationships and economy of operation will be considered.

MIN 207 Mining Operations 3 2 4

Consideration is given to the economic, sociological, environmental and practical factors that influence mine management decisions. Subject to be considered in detail: The professional development of the technician's ethics in engineering practice, effective supervision and labor-management relations.

ENG 204 Oral Communication 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: ENG 101

BUS 233 Personnel Management 3 0 3

Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benfits and security.

EARLY CHILDHOOD SPECIALIST

Purpose of Curriculum

The Early Childhood Specialist is a person trained in the care of infants and young children. This individual may choose to work with exceptional children; that is, those children in rehabilitation clinics, in evaluation clinics, or in specialized day care centers. Or she may choose to work as a kindergarten aide functioning as an assistant to the certified teacher. A third of many job choices would be to organize and operate a private child care enterprise. The increasing emphasis on pre-school training for children combined with a growing number of working mothers is causing and will continue to cause a great demand for persons trained in this area.

Job Opportunities

The objectives for a person entering this curriculum are to understand and be able to:

1. meet the physical and nutritional needs of preschool children.
2. provide activities which stimulate intellectual, emotional, and social growth of children.
3. guide children in the formation of acceptable habits and attitudes.
4. assist children in their learning to communicate effectively with others.

EARLY CHILDHOOD SPECIALIST

Suggested Curriculum By Quarters

	Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER				
ENG 101	Grammar	3	0	3
PSY 104	The Dynamics of Human Behavior	3	2	4
SOC 104	The Family: A Cross-Cultural Survey	3	0	3
EDU 101	Child Growth Development	3	0	3
SCI 101	General Science	3	4	5
		15	6	18
SECOND QUARTER				
ENG 102	Composition	3	0	3
PSY 105	Human Growth & Development: Prenatal & Infant	3	0	3
SOC 105	Families in the American Culture	3	0	3
EDU 102	Programming for Young Children	3	6	5
NUT 102	Nutrition for Young Children	2	3	3
		14	9	17
THIRD QUARTER				
ENG 103	Report Writing	3	0	3
PSY 106	Human Growth & Development: Early Childhood	3	0	3
SOC 106	The Family in the Community	3	0	3
EDU 103	Working with Young Children	3	9	6
HEA 101	Personal Hygiene and Health	2	0	2
		14	9	17
FOURTH QUARTER				
ENG 204	Oral Communication	3	0	3
PSY 201	Human Growth & Development: Middle Childhood & Adolescence	3	0	3
EDU 201	Activities for Young Children	3	9	6
SOC 201	The Child and Community Services	3	0	3
	Elective	3	0	3
		15	9	18
FIFTH QUARTER				
BUS 206	Business Communications	3	0	3
PSY 202	Human Growth & Development: Adulthood	3	0	3
EDU 202	Seminar-Practicum in Early Childhood	4	12	8
EDU 203	The Exceptional Child	3	0	3
	Social Science Elective	3	0	3
		16	12	20
SIXTH QUARTER				
	Social Science Elective	3	0	3
	Elective	3	0	3
EDU 204	Parent Education	3	0	3
EDU 205	Seminar-Practicum	2	15	7
EDU 206	Special Problems in Early Childhood	2	0	2
		13	15	18

EARLY CHILDHOOD SPECIALIST

Course Descriptions By Quarters

FIRST QUARTER

ENG 101 Grammar 3 0 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None

PSY 104 The Dynamics of Human Behavior 3 2 4

Study of human behavior with emphasis on developmental aspects, motivations, common behavioral patterns and the role of defense mechanisms in human behavior. Laboratory experiences will demonstrate a variety of theories related to human behavior. Prerequisite: None

SOC 104 The Family: A Cross-Cultural Survey 3 0 3

Study of the family as a social unit, with primary focus on the influences of family relationships during infancy and childhood. Historical patterns and the evolution of family roles in various types of cultures provide opportunities to analyze and interpret the influence of the culture and the family in relation to the larger society. Prerequisite: None

EDU 101 Child Growth and Development 3 0 3

Study of early growth and development, with emphasis on the principles and techniques for promoting the physical and mental health of the young child. Prerequisite: None

SCI 101 General Science 3 4 5

Study of basic concepts from biological, physical, and natural sciences. Laboratory experiences provide opportunities to develop projects for demonstrating simple science concepts to young children, utilizing materials from nature and simple equipment. Each student will develop a series of projects appropriate for a specific level of development. Prerequisite: None

SECOND QUARTER

ENG 102 Composition 3 0 3

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: ENG 101

PSY 105 Human Growth and Development: Prenatal and Infant 3 0 3

A detailed study of the development sequence of the prenatal and infant periods, with emphasis on developmental influences and conditions necessary for optimal development of individuals. Prerequisite: T-PSY 10.

SOC 105 Families in the American Culture 3 0 3

Study of the family in the American culture, changing patterns in family roles, the influence of socio-economic status on family relationships, factors associated with cultural deprivation and the effects on children in such families. Prerequisite: T-SOC 104.

EDU 102 Programming for Young Children 3 6 5

Study of principles and practices of early childhood education: the types of experiences, facilities, and media which will promote optimal development of each child. Guidelines for identifying planning, organizing and implementing appropriate programs for various levels of development are derived through group discussion and individual projects. Laboratory experience provides opportunities to participate in planning activities, in selecting equipment and materials, in defining the adult role and in developing techniques for managing children in a group situation. Prerequisite: T-EDU 101.

NUT 102 **Nutrition for Young Children** 2 3 3

Study of basic nutrition with emphasis on (1) methods of helping young children and their families learn nutritional concepts and (2) planning balanced diets for preschool children. Prerequisite: None

THIRD QUARTER

ENG 103 **Report Writing** 3 0 5

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his own chosen curriculum. Prerequisite: ENG 102.

PSY 106 **Human Growth and Development: Early Childhood** 3 0 3

A detailed study of the developmental sequence during the preschool period, ages 2 to 6. Emphasis is given to factors influencing development; the importance of experiences in establishing patterns of behavior, attitudes, interpersonal skills; language usage; and the relationship of early childhood to later realization of potential. Prerequisite: T-PSY 105.

SOC 106 **The Family in the Community** 3 0 3

Study of community agencies concerned with physical and mental health in families, socio-economic problems, and education for child-rearing. Prerequisite: T-SOC 105.

EDU 103 **Working with Young Children** 3 9 6

Case presentations, films, observations, and group discussions are utilized to study characteristic behaviors of each level of development and to derive guidelines for promoting desirable behaviors and for coping with undesirable behaviors. Laboratory experiences will provide opportunities to develop observation skills, effective techniques, and beginning skill in adapting activities to the needs of individual children. Through coordination with T-PSY 106, theories from behavioral science are identified as the foundation of techniques for working with young children. Prerequisite: T-EDU 102.

HEA 101 **Personal Hygiene and Health** 2 0 2

Study of influences on physical and mental health, individual practices which aid in maintaining good physical and mental health throughout the life span, and responsibilities of those working with young children to maintain personal health and to serve as models for health practices.

FOURTH QUARTER

ENG 204 **Oral Communication** 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: ENG 101.

PSY 201 **Human Growth and Development: Middle Childhood and Adolescence** 3 0 3

A detailed study of the developmental sequence during middle childhood and adolescence; emphasis is given to environmental and social factors which influence developmental rates, formulation of behavior patterns, and establishment of value systems and interests. Prerequisite: T-PSY 106.

EDU 201 **Activities for Young Children** 3 9 6

Individual and group exploration of activities and media for promoting optimal overall development of children, with special emphasis on music, art, science, and oral language development. Laboratory experiences provide opportunities to plan and implement a program which demonstrates the adaptability of specified activites and media to a variety of age levels. Prerequisite: T-EDU 103.

SOC 201 **The Child and Community Services** 3 0 3
Study of the types of facilities needed by a community concerned with the well-being of its children. Analysis of child needs which can be met through community planning, with identification of local, state, and national resources. Prerequisite: T-SOC 106.

FIFTH QUARTER

BUS 206 **Business Communication** 3 0 3
Develops skills in techniques in writing business communications. Emphasis is placed on writing action—sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements remittances, and inquiry. Prerequisite: ENG 102, BUS 103.

PSY 202 **Human Growth and Development: Adulthood** 3 0 3
A study of adulthood in terms of developmental tasks, life problems, crises, adjustment mechanisms and problems related to intellectual, emotional, and social aspects of the individual in relation to others and to society. Prerequisite: T-PSY 201.

EDU 202 **Seminar-Practicum in Early Childhood** 4 12 8
Experience in a variety of child care settings to develop further skill in working with young children in assisting with programming activities, and in adapting to the needs of individual children. Analysis of individual problems encountered in working with specific age groups. Prerequisite: T-EDU 201.

EDU 203 **The Exceptional Child** 3 0 3
Study of children with developmental variations requiring modification in activites. Consideration is given to recognition of problems, community resources, and appropriate activities for the child with exceptional deviations in personality or physical development. Prerequisite: T-EDU 201 and T-SOC 201.

SIXTH QUARTER

EDU 204 **Parent Education** 3 0 3
Study of ways parents can be involved in the child development center, of the purposes and value of home visitation, and of techniques for reporting child progress to parents. The role of the early childhood specialist in aiding parents in guidance of the child's development is emphasized. Each student will develop a series of programs appropriate for presentation to the parents of preschool children. Prerequisites: T-SOC 106 and T-PSY 202.

EDU 205 **Seminar-Practicum** 2 15 7
Seminar on child development problems. Continued experience in a variety of child care facilties. Prerequisite: T-EDU 202.

EDU 206 **Special Problems in Early Childhood** 2 0 2
Directed study of a specialized area of early childhood, appropriate to the individual career interests of students. Prerequisites: T-EDU 202 and T-EDU 203.

TECHNICAL PREPARATORY COURSE

The Technical Preparatory Course is a post-secondary, pre-technical preparatory program designed to provide the underprepared student an opportunity for guidance, remediation, and preparation, thus enabling him to enter a technical curriculum of his choice with good probability of success.

The common need of underprepared students is to strengthen their language skills, mathematics, and their basic study skills. Students enrolled in this curriculum will concentrate their studies in these areas while carrying curriculum courses which are feasible in view of his individual needs and abilities, thus allowing him to make minimal progress toward the degree credits.

Vocational Programs

AUTOMOTIVE MECHANICS

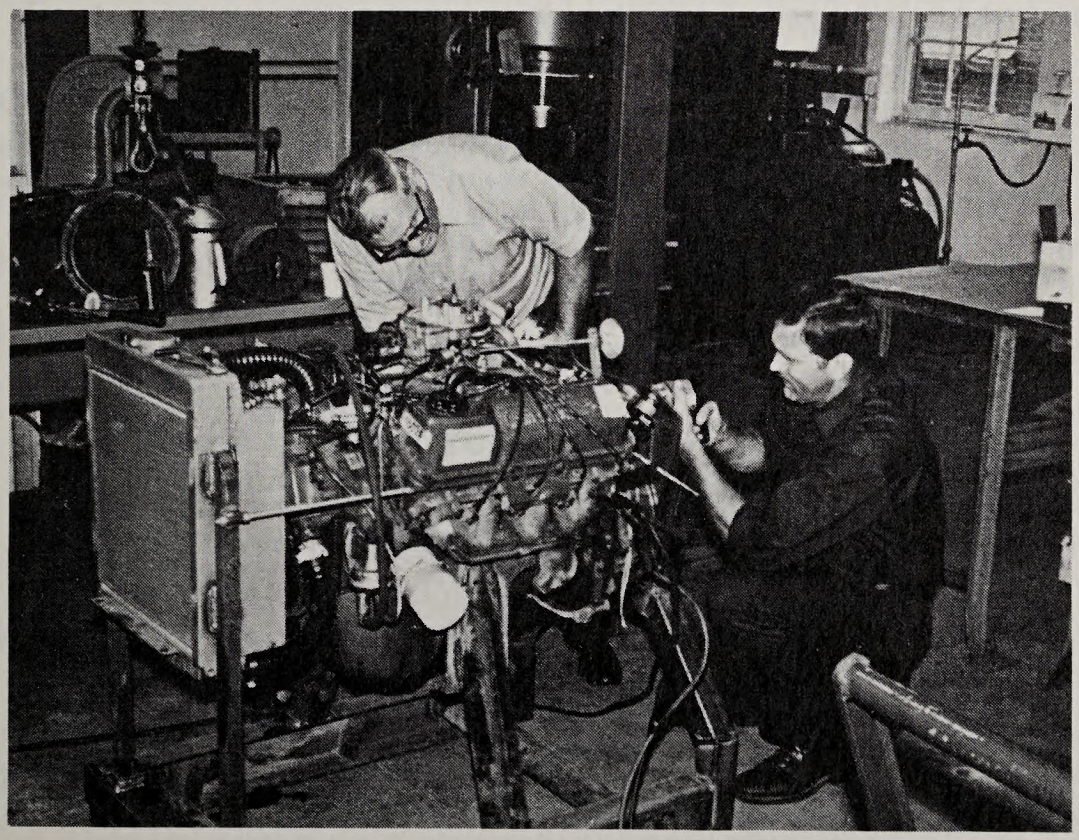
Purpose of Curriculum

Automotive Mechanics is a one-year training program to develop the basic knowledge and skills necessary for inspecting, diagnosing, repairing, and adjusting components of automotive vehicles. Manual skills are developed in practical shop work, and understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice.

The curriculum provides, through class and laboratory work, opportunities for students to make comparisons and adapt to new techniques for servicing and repair as science and engineering bring increasing complexity and changes in automotive vehicles.

Job Opportunities

Graduates of this curriculum diagnose, maintain, and repair mechancial, and other component parts of passenger cars, trucks, and buses. To assist them in this work, they use manuals and other technical publications. Many specialize in particular types of repair work such as automotive transmissions, but these usually have an all-round knowledge of automotive servicing and repair.



AUTOMOTIVE MECHANICS

Suggested Curriculum By Quarters

Course Title	Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
FIRST QUARTER			
PME 1101 International Combustion Engines	5	15	10
MAT 1101 Fundamentals of Math	5	0	5
DFT 1101 Schematics & Diagrams	0	3	1
ENG 1101 Reading Improvement	2	0	2
	12	18	18
SECOND QUARTER			
PME 1102 Engines-Elect. & Fuel Systems	5	15	10
DFT 1102 Schematics & Diagrams	1	3	2
PHY 1101 Applied Science (Automotive Related)	3	2	4
ENG 1102 Communication Skills	3	0	3
	12	20	19
THIRD QUARTER			
AUT 1123 Brakes, Chasis and Brakes Suspension Systems	5	15	10
AHR 1101 Air Conditioning	2	2	4
DFT 1103 Schematics & Diagrams	0	3	1
PSY 1101 Human Relations	3	0	3
	10	20	18
FOURTH QUARTER			
AUT 1124 Power Train Systems	3	12	7
AUT 1125 Automotive Servicing	3	9	6
BUS 1103 Small Business Operations	3	0	3
	9	21	1

AUTOMOTIVE MECHANICS

Course Descriptions By Quarters

FIRST QUARTER

PME 1101 Internal Combustion Engine 5 15 10

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None

MAT 1101 Fundamentals of Mathematics 5 0 5

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fraction, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None

DFT 1101 Schematics and Diagrams: 0 3 1

Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None

ENG 1101 Reading Improvement 2 0 2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units. Prerequisite: None

SECOND QUARTER

PME 1102 Engine Electrical and Fuel Systems 5 15 10

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generators, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101.

DFT 1102 Schematics and Diagrams: Power Mechanics (Electrical and Fuel Systems) 1 3 2

Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuel system components for automotive engines and other internal combustion engines. Learning to identify the various components of the systems by sketching and labeling parts. Practice in tracing wiring systems and diagnosing trouble by using schematics and diagrams found in the automotive service manuals. Prerequisite: DFT 1101.

PHY 1101 Applied Science (Auto Mechanics) 3 2 4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles. Prerequisite: None

ENG 1102 Communication Skills 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.

THIRD QUARTER

AUT 1123 Brakes, Chassis and Suspension Systems 5 15 10

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment and repair. Also, the servicing of parking brakes is emphasized. Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension systems. Prerequisite: None

AHR 1101 Automotive Air Conditioning 2 2 4

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control, proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work. Prerequisite: PHY 1101

DFT 1103 Schematics and Diagrams: Power Mechanics (Chassis and Braking Systems) 0 3 1

Interpretation of prints, schematics and diagrams pertaining to automotive chassis and braking systems. A study of components that make up the front suspension, differential assembly and brake assemblies. Prerequisite: DFT 1101, DFT 1102.

PSY 1101 Human Relations 3 0 3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None

FOURTH QUARTER

AUT 1124 Automotive Power Train Systems 3 12 7

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. Prerequisite: AUT 1123.

AUT 1125 Auto Servicing I 3 9 6

Emphasis is on the shop procedures necessary in "trouble-shooting" the various component systems provides a full range of experiences in testing, adjusting, repairing and replacing components. A close simulation to an actual automotive shop situation will be maintained. Prerequisite: PME 1102, AUT 1123, AHR 1101.

BUS 1103 Small Business Operations 3 0 3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None

DIESEL MECHANICS

Purpose of Curriculum

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust diesel powered equipment. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern internal combustion engine, chassis and suspensions, and power trains come in class assignments, discussion, and shop practice.

Complexity in diesel powered vehicles increases each year because of scientific discovery and new engineering. The use of diesel engines in power farm and construction equipment, electric generators, trucks, buses, trains, automobiles and ships has been increasing. Many diesel vehicle mechanics specialize in rebuilding engines that have operated for many hours. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as engines and vehicles are changed year by year.

Job Opportunities

Diesel vehicle mechanics maintain and repair engines, chassis and suspension, and power trains used to power farm equipment, construction equipment, buses, and trucks. They use handtools, precision measuring and testing instruments, and power tools in overhauling and maintaining diesel powered equipment.

DIESEL MECHANICS

Suggested Curriculum By Quarters

Course Title		Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER				
PME 1101	Internal Combustion Engines	3	12	7
MAT 1101	Fundamentals of Mathematics	5	0	5
ENG 1101	Reading Improvement	3	0	3
PHY 1101	Applied Science	3	2	4
		14	14	19
SECOND QUARTER				
PME 1102	Engine Electrical and Fuel Systems	5	12	9
ENG 1102	Communication Skills	3	0	3
DFT 1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY 1102	Applied Science	3	2	4
		11	17	17
THIRD QUARTER				
PME 1103	Diesel Engine Servicing	3	9	6
PME 1121	Braking Systems	3	6	5
AHR 1101	Automotive Air Conditioning	2	3	3
PSY 1101	Human Relations	3	0	3
		11	18	17
FOURTH QUARTER				
PME 1144	Power Trains	3	9	6
PME 1145	Chassis and Suspension Systems	3	9	6
WLD 1102	Basic Arc Welding	0	3	1
BUS 1103	Small Business Operations	3	0	3
		9	21	16

DIESEL MECHANICS

Course Descriptions By Quarters

FIRST QUARTER

PME 1101 Internal Combustion Engine 3 12 7

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None

MAT 1101 Fundamentals of Mathematics 5 0 5

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fraction, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None

ENG 1101 Reading Improvement 3 0 3

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units. Prerequisite: None

PHY 1101 Applied Science (Auto Mechanics) 3 2 4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles. Prerequisite: None

SECOND QUARTER

PME 1102 Engine Electrical and Fuel Systems 5 12 9

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generators, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101.

ENG 1102 Communication Skills 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.

DFT 1101 Schematics and Diagrams: 0 3 1

Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None

PHY 1102 Applied Science 3 2 4

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.

WLD 1102 Basic Arc Welding 0 3 1

Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course. Prerequisite: None

BUS 1103 Small Business Operations 3 0 3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None

THIRD QUARTER

PME 1103 Diesel Engine Servicing 3 9 6

A study and practice in the servicing and repair of diesel engines and components. A study of fuels and special handling precautions, diesel fuel systems, injectors, pumps and controls. An advanced study of diesel engine principles, design, construction, reboring and installing of cylinder sleeves, and the operation of auxiliary engine controls. Prerequisite: PME 1102.

PME 1121 Braking Systems 3 6 5

Braking principles are studied in relation to the coefficients of friction and heat, and the expansion of materials. The operating principles of hydraulic, pneumatic, combination, and vacuum brake systems are emphasized. Laboratory instruction is offered in the installation of brake lining and shoes, shoe reconditioning, drum turning, assembling and adjusting of brake systems and servicing of auxiliary units. Prerequisite: None

AHR 1101 Automotive Air Conditioning 2 3 3

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control, proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work. Prerequisite: PHY 1101.

PSY 1101 Human Relations 3 0 3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None

FOURTH QUARTER

PME 1144 Power Trains 3 9 6

A study is made of types of gears, gear reduction ratios, gear combinations, bearings, types of clutches, drive lines, universals, and hydraulics as applied to power transmissions. Laboratory instruction is offered in the repair and servicing of clutches, fluid couplings and torque converters, standard power overdrive, multiple and automatic transmissions, drive lines and universal joints, and single speed and multi-speed final drive assemblies. Prerequisite: PME 1102, Corequisite: PME 1145.

PME 1145 Chassis and Suspension Systems 3 9 6

The principles involved in frame design, types of suspension, load weight distribution, types of steering, wheel alignment, and wheel balance are studied. The laboratory offers instruction in disassembly, inspection, reassembly, and adjustment of the components of frame and suspension systems. Prerequisite: None

PRACTICAL NURSE EDUCATION

Purpose of Curriculum

The aim of the Practical Nurse Education Program is to make available to qualified persons the opportunity to prepare for participation in the care of persons of all ages, in various stages of dependency, and with a variety of physical disabilities or illnesses. Students are selected on the basis of demonstrated aptitude for nursing, as determined by performance on pre-entrance tests, high school records, character references, reports of medical and dental examinations and interviews.

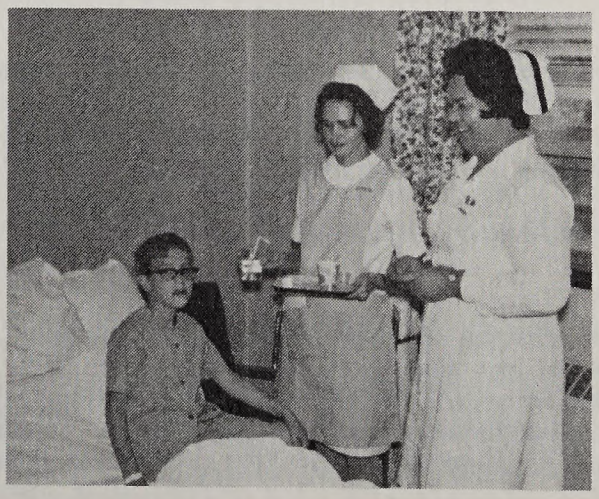
Throughout the one year program, the student is expected to grow in the acquisition of knowledge and understandings related to nursing, the biological sciences, and skills related to nursing practice. These are acquired through course content and application of knowledge and skills to actual patient care.

Job Opportunities

Graduates of accredited programs of Practical Nurse Education are eligible to take the licensing examination given by the North Carolina Board of Nursing three times a year, usually in April, June, and October. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse". The license must be renewed every two years. The LPN is prepared to function in a variety of situations including hospitals, nursing homes, clinics, doctors' and dentists' offices.

Location of Program

The program will be operated at Banner Elk, N. C. with clinical practice held in the Charles A. Cannon, Jr. Memorial Hospital. Classes are held in the nurses' dormitory located on the Lees-McRae College Campus. Rooms are available at a nominal fee in nurses residence operated by Cannon Memorial Hospital.



PRACTICAL NURSE EDUCATION

Suggested Curriculum By Quarters

Course Title	Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER			
PSY 1101 Human Relations	3	0	3
NUR 1101 Basic Science	5	4	6
BUS 1134 Human Growth and Development	3	0	3
NUR 1102 Introduction to Patient Care	6	6	8
MAT 1101N Mathematics	3	0	3
	20	10	23
SECOND QUARTER			
NUR 1103 Medical-Surgical Nursing I	4	0	4
NUR 1104 Hospital Care of Patients *	0	24	8
NUR 1109 Maternal & Infant Care	4	0	4
NUR 1110 Care of Infants & Children	4	0	4
	12	24	20
THIRD QUARTER			
NUR 1105 Medical-Surgical Nursing II	9	0	9
NUR 1106 Hospital Care of Patients *	0	24	8
NUR 1111 Drug Administration	3	0	3
	12	24	20
FOURTH QUARTER			
NUR 1107 Medical-Surgical Nursing III	12	0	12
NUR 1108 Hospital Care of Patients *	0	24	8
	12	24	20

*Medical-Surgical-Pediatrics-Obstetrics

Note: Each course must be completed successfully and in sequence.

PRACTICAL NURSE EDUCATION

Course Descriptions By Quarters

FIRST QUARTER

PSY 1101 Human Relations 3 0 3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None

NUR 1101 Basic Science 5 4 6

This course is designed to give the beginning student an understanding of basic science principles and their relationships to practical nursing, This course includes study of the structure and functions of the human body, principles of foods and nutrition and selected efforts of microbiology as related to nursing. Prerequisite: None

BUS 1134 Human Growth and Development 3 0 3

Designed to teach the student the importance of good personality that will assist in job success. Emphasis is placed on the principles of grooming in the areas of dress, make-up, hygiene and health. Prerequisite: None

NUR 1102 Introduction to Patient Care 6 6 8

This course is designed to provide the opportunity for students to gain a knowledge of principles which are basic to effective and safe nursing care. Emphasis is placed on the development of the essential skills for the performance of those nursing measures that are normally the responsibility of the Licensed Practical Nurse. Also, included is the development of appreciations which will assist the student's understanding of her role as a member of the medical team, in establishing effective relationships with her co-worker and patients, and in establishing realistic personal and vocational goals. Prerequisite: None

MAT 1101 Fundamentals of Mathematics 3 0 3

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fraction, decimals, powers and roots, percentages, ratio and proportion. Conversion of metric and apothecaries computation of systems and dosage. Prerequisite: None

SECOND QUARTER

NUR 1103 Medical-Surgical Nursing I 4 0 4

This course is designed to provide for the student the opportunity to gain an understanding of the nursing needs of patients who have various medical-surgical conditions and to develop further understanding of the therapeutic measures of concern to the practical nurse. Prerequisite: NUR 1101, NUR 1102.

NUR 1104 Hospital Care of Patients 0 24 8

Due to the structure of the program, this course offers selected clinical experience in one or a combination of three specialties which include medical-surgical nursing care of the maternity patient and the newborn infant as well as nursing of infants and children. It provides these selected experiences to increase the student's knowledge of the patient's condition and beginning skills in safe effective nursing in the areas mentioned previously. Prerequisite: NUR 1101, NUR 1102.

NUR 1109 Maternal & Infant Care 4 0 4

This course is designed to provide opportunities for students to acquire the knowledge, understanding and skills needed for rendering safe and effective nursing care of infants and children. Classroom instructions provides the background essential for planned clinical experiences centered around analysis of nursing needs and formulation of a nursing care of mothers and newborns. Prerequisite: NUR 1101, NUR 1102.

NUR 1110 Care of Infants & Children 4 0 4

This course is designed to provide opportunities for students to acquire the knowledge, understanding and skills needed for rendering safe and effective nursing care of infants and children. Classroom instruction provides the background essential for planned clinical experiences centered around analysis of nursing needs and formulation of a nursing care plan to meet individual patient needs.

THIRD QUARTER

NUR 1105 Medical-Surgical Nursing II 9 0 9

A continuation of NUR 1103. Prerequisite: NUR 1103, NUR 1104, NUR 1109, NUR 1110.

NUR 1106 Hospital Care of Patients 0 24 8

A continuation of NUR 1104. Prerequisite: NUR 1103, NUR 1104, NUR 1109, NUR 1110.

NUR 1111 Drug Administration 3 0 3

The basic concepts of drug therapy and an appreciation of the responsibilities of the necessary limitations of the Licensed Practical Nurse in the administration of medication are emphasized. Prerequisite: NUR 1103, NUR 1104.

FOURTH QUARTER

NUR 1107 Medical-Surgical Nursing III 12 0 12

This course is a continuation of Medical-Surgical Nursing I and II. In addition, it prepares the student for care of the seriously ill patient in an assistant role. The course also includes an orientation of the student to her obligations and responsibilities as a Licensed Practical Nurse to herself, to her community, and to her profession. Prerequisites: NUR 1105, NUR 1106, NUR 1109, NUR 1110, NUR 1111.

NUR 1108 Hospital Care of Patients 0 24 8

A continuation of NUR 1104 and NUR 1106. Prerequisite: NUR 1105, NUR 1106, NUR 1109, NUR 1110, NUR 1111.

ELECTRICAL INSTALLATION & MAINTENANCE

Purpose of Curriculum

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment.

This curriculum will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

Job Opportunities

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through up-grading courses offered in the center.

ELECTRICAL INSTALLATION & MAINTENANCE

Suggested Curriculum By Quarters

	Course Title	Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER				
MAT 1101	Fundamentals of Math	5	0	5
ENG 1101	Reading Improvement	2	0	2
ELC 1112	Direct and Alternating Currents	5	12	9
DFT 1110	Blueprint Reading (Building Trades)	1	3	2
		12	15	18
SECOND QUARTER				
PHY 1101	Applied Science	3	2	4
MAT 1115	Electrical Math	3	0	3
ELC 1124	Residential Wiring	5	9	8
ENG 1102	Communications Skills	3	0	3
		14	11	18
THIRD QUARTER				
ELC 1125A	Commercial Wiring	5	12	8
ELC 1131	National Electrical Code	3	0	3
PSY 1101	Human Relations	3	0	3
PHY 1102	Applied Science	3	2	4
		14	14	18
FOURTH QUARTER				
ELC 1113	A.C. & D.C. Machines & Controls	5	10	8
ELC 1125B	Industrial Wiring	3	9	6
BUS 1103	Small Business Operations	3	0	3
		11	19	17

ELECTRICAL INSTALLATION & MAINTENANCE

Course Descriptions
By
Quarters

FIRST QUARTER

MAT 1101 Fundamentals of Mathematics 5 0 5

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fraction, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None

ENG 1101 Reading Improvement 2 0 2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units. Prerequisite: None

ELC 1112 Direct and Alternating Current 5 12 9

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits. Prerequisite: None

DFT 1110 Blueprint Reading: Building Trades 1 3 2

Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches. Prerequisite: None

SECOND QUARTER

PHY 1101 Applied Science 3 2 4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles. Prerequisite: None

MAT 1115 Electrical Math 3 0 3

A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; and introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current. Prerequisite: None

ELC 1124 Residential Wiring 5 9 8

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups. Prerequisites: ELC 1113, DFT 1110.

ENG 1102 Communication Skills 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.

THIRD QUARTER

ELC 1125A Commercial Wiring 5 12 8

Provides instruction in the fundamentals of interpreting blueprints, planning, layout and installation of wiring in commercial buildings, such as: three phase applications, heavy duty water heating circuits, fundamentals of motor controls, special grounding requirements, National Electric Code regulations in actual commercial building mock ups. Prerequisite: ELEC 1124.

ELC 1131 National Electrical Code 3 0 3

Provides instruction in the application of the National Electrical Code requirements in residential, commercial and industrial applications, such as: calculation of wire sizes for service entrances, feeder circuits, branch circuits, overcurrent devices, grounding methods, conduit and raceway requirements, calculation of loads as required for various installations. Interpretation of blueprints and the application of National installations. Interpretation of blueprints and the application of national Electric Code actual building mock ups. Prerequisite: ELEC 1125B.

PSY 1101 Human Relations 3 0 3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None

PHY 1102 Applied Science 3 2 4

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.

FOURTH QUARTER

ELC 1113 Alternating Current and Direct Current Machines and Controls 5 10 8

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, times, or sequencing switches. Prerequisites: ELC 1112, MAT 1115.

ELC 1125 Industrial Wiring 3 9 6

Provides fundamental concepts of blueprint reading planning, layout and installation of transformers, wiring, control circuits and distribution panels in industrial buildings such as: distributing three phase Delta and Wye, three phase, as well as single phase circuits, in an industrial buildings. Application of National Electrical Code regulations in actual building mock ups.

BUS 1103 Small Business Operations 3 0 3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None

LIGHT CONSTRUCTION

Purpose of Curriculum

Young men who are interested in construction and maintenance of small buildings should find this program to their liking. Particular emphasis is placed on the construction of residential and small commercial buildings.

The program is designed to prepare the learners to enter employment with preparatory training in the basic building trades of carpentry, masonry, concrete work, and knowledge of plumbing and electrical installation and maintenance.

Instruction is presented in the proper care and use of tools including the steel square and power machinery. Some of the units of study are foundations, house framing, roofing, interior trim, floors, walkways, bricklaying, stone work, plastering and dry-walls, and various window installations. Related instruction is given in electrical and plumbing installation and maintenance, applied mathematics, estimating, blueprint reading and sketching, specifications and contracts, small business operations, and human relations.

Job Opportunities

Employment may be obtained with contractors that specialize in the light construction building trades. These contractors employ carpenters, masons, concrete workers, plumbers, heating and air conditioning and electricians. Graduates may be employed as apprentices in some areas with advanced credit. Workers in these trades are in demand not only for installation but also building maintenance mechanics in small industries, apartments and hotels, public buildings and hospitals.

Light construction workers with adequate experiences and continuing education may qualify as foremen or contractors.

LIGHT CONSTRUCTION

Suggested Curriculum By Quarters

Course Title	Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER			
MAT 1101 Fundamentals of Math	5	0	5
MAS 1101 General Masonry	5	15	10
DFT 1110 Blueprint Reading (Building Trades)	1	3	2
	11	18	17
SECOND QUARTER			
ENG 1101 Reading Improvement	2	0	2
CAR 1101 Carpentry	5	15	10
ELE 1123 Electrical Installation	1	3	2
DFT 1145 Specifications & Contracts	2	0	2
	10	18	16
THIRD QUARTER			
ENG 1102 Communications Skills	3	0	3
CAR 1102 Carpentry	5	15	10
PSY 1101 Human Relations	3	0	3
PLU 1115 Plumbing Installation	2	3	3
	13	18	19
FOURTH QUARTER			
CAR 1124 Residential & Commercial Const.	2	18	8
MAT 1112 Construction Estimating	3	0	3
MEC 1135 Mechanical Installations	1	3	2
BUS 1103 Small Business Operations	3	0	3
	9	21	16

LIGHT CONSTRUCTION

Course Descriptions By Quarters

FIRST QUARTER

MAT 1101 Fundamentals of Mathematics 5 0 5

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fraction, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None

MAS 1101 General Masonry 5 15 10

The history of the bricklaying and the masonry industry, raw materials, basic manufacturing processes and terminology. Clay and shell brick, mortar, laying foundations, cuting masonry materials, bonding, and the use, care, and maintenance of tools. Practice is given in selecting the proper mortars, layout and construction of various building elements. Prerequisite: None.

DFT 1110 Blueprint Reaing: Building Trades 1 3 2

Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches. Prerequisite: None.

SECOND QUARTER

ENG 1101 Reading Improvement 2 0 2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units. Prerequisite: None

CAR 1101 Carpentry 5 15 10

A brief history of carpentry and present trends of the construction industry. The course will involve operation care and safe use of carpenters handtools and powertools in curing, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving: materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection. Prerequisite: None

ELE 1123 Electrical Installation 1 3 2

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups. Prerequisites: DFT 1110.

DFT 1145 Specifications and Contracts 2 0 2

The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection. Prerequisite: DFT 1111.

THIRD QUARTER

ENG 1102 Communication Skills 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.

CAR 1102 Carpentry: Millwork and Cabinetmaking 5 15 10

Cabinet making and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of: base and wall cabinets, built in desk, door and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied. Prerequisites: CAR 1101, DFT 1110, DFT 1111.

PSY 1101 Human Relations 3 0 3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None

PLU 1115 Plumbing Installations 2 3 3

The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices, the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installations. Prerequisite: None

FOURTH QUARTER

CAR 1124 Residential and Commercial Construction 2 18 8

This advanced course is supplemented by classroom and outside study of buildings in progress. Suggested topics may include: elementary job management: terrain and soils for foundattion; excavating and piling; interior and exterior masonry walls; needed carpentry work; estimating proportions for concrete and mixes for specified strengths. A building erected or partly erected by the students for campus use or co-op work with a contractor during the summer make desirable work experience. Prerequisite: All construction courses in first 3 quarters.

MAT 1112 Construction Estimating 3 0 3

This is a practical course in quantity "take off" from prints of jobs to be performed by the builder. Practical problems dealing with volumes, weights, ratios, mensuration, and basic estimating practices for building materials. Prerequisite: MAT 1101.

MEC 1135 Mechanical Installation 1 3 2

Installations of built-in appliances and other mechanical equipment found in the modern home or small commercial building will be studied in connection with framing and finishing of the carpentry work. Also, the worker must understand the types of plumbing, heating, air conditioning and automatic sprinkler systems to be installed along with other appliances as stoves, ovens, dishwashers and refrigerators. Field trips are recommended. Prerequisite: None

BUS 1103 Small Business Operations 3 0 3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None

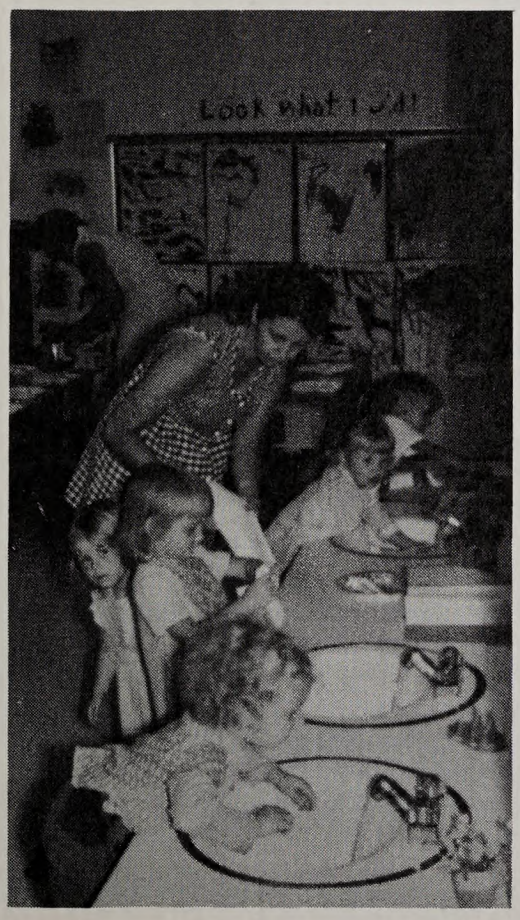
CHILD CARE WORKER

Purpose of Curriculum

There is presently an acute shortage of personnel prepared to work with the preschool child. With many mothers of young children returning to the labor market, the number of young children in out-of the-home care is increasing rapidly. Recent studies have reemphasized the importance of fostering optimal development during the early years of life. The curriculum includes both the classroom and field experiences for each student. The classroom includes theoretical topics, demonstrations of practical applications, and student discussions to promote understandings of the developmental philosophy toward early childhood. The field experience provides the opportunity for an individual to work with the young child.

Job Opportunities

The child care worker assists professional personnel in developing and implementing planned programs of activities for young children. Graduates of this program may find employment in day care centers, nursery schools, Kindergartens, child development centers, institutions, camps and recreation centers.



Suggested Curriculum by Quarters

	Course Title	Hours Per Week Class	Lab.	Total Contact Hours
FIRST QUARTER				
EDU 1001	The Nature and Scope of Day Care for Young Children	5	0	5
EDU 1002	Health and Safety of Young Children	5	0	5
EDU 1003	Creative Activities for Young Children	5	3*	6
ECU 1004	Field Experience in Child Care Facilities	—	6*	2
		15	9	18
SECOND QUARTER				
EDU 1005	Working with the Young Child	3	9*	6
EDU 1006	Communicating Effectively with the Young Child	3	0	3
EDU 1007	Music in the Early Childhood Program	2	3*	3
EDU 1008	Science in the Early Childhood Program	2	3*	3
EDU 1009	Art in the Early Childhood Program	2	3*	3
		12	18	18
THIRD QUARTER				
EDU 1010	Working with the Young Child with Problems	3	9*	6
EDU 1011	Conceptual and Language Development	3	0	3
EDU 1012	Literature in the Early Childhood Program	3	0	3
EDU 1013	Parent Education**	6	0	6
EDU 1014	Administration & Supervision in a Preschool Facility**			
EDU 1015	Group Care of Infants**			
		15	9	18

*"Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour for each three hours of laboratory.

**Student to select any two.

A Fourth Quarter may be added for internship activities.

CHILD CARE WORKER

Course Descriptions By Quarters

FIRST QUARTER

EDU 1001 The Nature and Scope of Day Care for Young Children 5 5 0

Designed to promote understanding of the role and responsibilities of day care workers. Classroom activities include study of personal adjustment, the developmental sequence in infancy and childhood, and needs of young children for optimal intellectual, emotional, and social development. The importance of the adult-child relationship is emphasized throughout the course. Prerequisite: None

EDU 1002 Health and Safety of Young Children 5 5 0

Designed to promote understanding of factors which influence physical and emotional health during infancy and childhood. Classroom activities focus on practices and procedures for promoting good health among children in group care. The influence of child care workers on health and safety and on the teaching of health habits is emphasized throughout the course. Prerequisite: EDU 1001.

EDU 1003 Creative Activities for Young Children 6 5 3

Designed to promote appreciation for the importance of a varied program of activities for young children and to develop understanding of types of activities which should be provided in a group care facility. Classroom activities include discussion of media and techniques, experimentation with various media, and participation in planning activity programs for different age groups. Prerequisite: EDU 1002.

EDU 1004 Field Experience in Child Care Facilities 2 0 6

Designed to provide opportunities for students to apply classroom learnings to observation of young children and to participate in their care under the supervision of the teacher. Experience in various types of child care facilities will be related to classroom learnings through assignments, group discussions, and conferences. This course outline is intended to indicate the experiences needed to reinforce learnings of EDU 1001, EDU 1002, and EDU 1003. Satisfactory performance in EDU 1004 is required for completion of the basic pre-employment course for child care workers. Prerequisite: EDU 1003.

SECOND QUARTER

EDU 1005 Working With the Young Child 6 3 9

An introduction to the relationship of developmental stages to behavior patterns, with emphasis on those methods of interacting with children which promote healthy progress from one developmental stage to the next. Discussions and assignments are designed to develop insight into the student's own attitudes and biases, as a basis for self-understanding and increased capacity for relating to children and adults effectively. Prerequisite: EDU 1001.

EDU 1006 Communicating Effectively With the Young Child 3 3 0

Study of language development in relation to adult models and the child's early experience. Remedial approaches to improving the student's oral communication, in order to serve as an effective model. Case studies provide opportunities to analyze problems of adult-child communication and to derive guidelines for establishing effective communication patterns with young children. Prerequisite: EDU 1001.

EDU 1007 Music in the Early Childhood Program 3 2 3

Study of music which is appropriate for young children and ways of integrating music into the total program of activities. Students learn to utilize a wide variety of materials for rhythm, instrumental performance, and dramatic play. Laboratory sessions provide opportunities for learning songs and developing extensive files; field experience provides opportunities to participate in and evaluate music activities for various age groups. Prerequisite: EDU 1003.

EDU 1008 Science in the Early Childhood Program 3 2 3

Study of those scientific facts, concepts, and phenomena that are of interest to young children. Laboratory experiences provide opportunities to carry out simple experiments in which young children could participate. Each student will plan a science program which could be used as an integral cimponent of the overall program for young children in group care. Prerequisite: EDU 1003.

EDU 1009 Art in the Early Childhood Program 3 2 3

Study of art media in relation to the creative process in young children, of the education component that each medium reinforces, and of the ways a variety of low-cost are activities can be incorporated into a program for young children. Laboratory sessions provide first-hand experience with all of the media, opportunities to explore the uses of each, and practice in the care and storage of materials. Each student will plan a meaningful sequence of art activities which could be incorporated into a program for young children. Prerequisite: EDU 1003.

THIRD QUARTER

EDU 1010 Working With the Young Child With Problems 6 3 9

Further study of behavior in relation to developmental stages, with emphasis on behavior which is symptomatic of emotional or physical handicaps. Case studies and field observations are utilized for analysis of problems commonly encountered in group situations. Effective interaction and other types of remedial help are explored. Behavior of the child care worker is analyzed as a possible factor in contributing to or alleviating maladjustment, with focus on the importance of constructively utilizing an analytic approach to self-development and to improved interpersonal skills. Prerequisite: EDU 1005.

EDU 1011 Conceptual and Language Development 3 3 0

Study of means for helping children develop in their ability to communicate and to formulate concepts about their environment. Emphasis is on utilization of all facets of the program to reinforce concept development and to increase vocabulary through stimulation of oral communication. Reading assignments and recordings of children's speech provide opportunities to study speech development, to establish realistic expectations and to identify children with needs for special attention to language development. Prerequisite: EDU 1006.

EDU 1012 Literature in the Early Childhood Program 3 3 0

Study of literature for young children, with emphasis on criteria for evaluating the literary value of children's books. Extensive reading and development of a topical file provide resources for selection of appropriate materials to use in field practice, to develop skill in oral reading and in story telling. Prerequisite: EDU 1006.

EDU 1013 Parent Education 3 3 0

Designed to develop understanding of the rewards and difficulties of parents. Role playing provides opportunities to practice ways of working with parents through home visits, individual conferences, informal conversations, and group meetings. The relationship of the child care facility to other community agencies is explored, including ways each can best serve children

and their families. Emphasis is given to the responsibility of child care workers to know about community resources, to be sensitive to needs of parents, and to help parents become aware of and utilize services of the community. Prerequisite: 1001.

EDU 1014 Administration and Supervision in A Preschool Facility 3 3 0

Designed to assist students to develop a philosophy of preschool education which can serve as a guide in establishing policies and procedures for the operation of a center for group care of young children. Emphasis is given to principles of supervision and techniques for promoting acceptance of a philosophy by the total staff. Prerequisite: EDU 1001.

EDU 1015 Group Care of Infants 3 3 0

Study of development from birth to age three and of the problems specific to group care of children under 3. Each student will develop a plan of care for a group of 5 children; the plan must reflect concern for the child's total development and show procedures for dealing with the practical problems of providing safe care for infants and toddlers. Prerequisites: EDU 1001 and EDU 1002.

VOCATIONAL PREPARATORY COURSE

The Vocational Preparatory Course is designed to provide the underprepared student an opportunity for guidance, remediation, and preparation, thus enabling him to enter a vocational curriculum of his choice with good probability of success.

The common need of the underprepared students is to strenghen their language skills, mathematics, and their basic study skills. Students enrolled in this curriculum will concentrate their studies in these areas while carrying curriculum courses which are feasible in view of his individual needs and abilities, thus allowing him to make minimal progress toward the degree credits.

Learning Resources Center

LIBRARY AND AUDIOVISUAL AREAS

Philosophy and Objectives of the Library and Audiovisual Areas

The philosophy of the library and audiovisual areas parallels that of Mayland Technical Institute as a whole. The primary purpose of these areas is to facilitate and aid the learning process. The areas are committed to helping any person who desires aid in his learning activities. Services are provided to all types of people on various educational levels. Since the library and audiovisual areas are a vital part of the instructional program, primary emphasis is placed on services for our students and faculty; however, reasonable services are provided to the community in general whenever they are needed. Overall, service is the key word, not merely storage for media and equipment.

Objectives

To support the diverse needs of the instructional programs of Mayland Technical Institute.

To encourage innovation and learning by providing adequate facilities, resources, services and individualized instruction.

To help in bringing about maximum utilization of all educational resources of the school.

To become actively involved in assisting faculty in the development of instructional goals and programs.

To work toward maximum interlibrary cooperation in the Tri-County area.

To provide an organized and accessible collection of materials and supportive equipment to meet the needs of faculty, students and community users.

General Information

Hours of operation are: 8:00 a.m. - 9:00 p.m. Monday through Thursday; 8:00 a.m. - 4:00 p.m. Friday. Qualified personnel will be on duty at all times during these hours.

All materials and services are available to students and faculty and, in general, to the community areas served.

Library Services

The library collection is composed of many forms of media including reference books, technical books, fiction, and other books in areas of interest or need, magazines, newspapers, pamphlets, microfilm, filmstrips, film loops, transparencies, and cassettes. The book collection has approximately 3500 volumes, with new ones being added continuously. A vertical file and limited government documents collection is maintained. Materials can also be borrowed from other libraries through interlibrary loans.

Magazines and Newspapers

There are nine newspapers and sixty magazines on the current subscription list. The magazine collection is very broad in subject matter. Current magazines may be checked out overnight; back issues may be checked out for one week. There is a growing microfilm collection of back issues of magazines.

Reference Books

All reference books are located in one area of the library. These books are not be to checked out except with special permission.

Borrowing Books

All books may be checked out for a period of three weeks, except reference and reserve books. Books are to be checked out at the circulation desk and returned there also. There is no limit to the number of books that can be checked out as long as the privilege is not abused.

Audiovisual Services

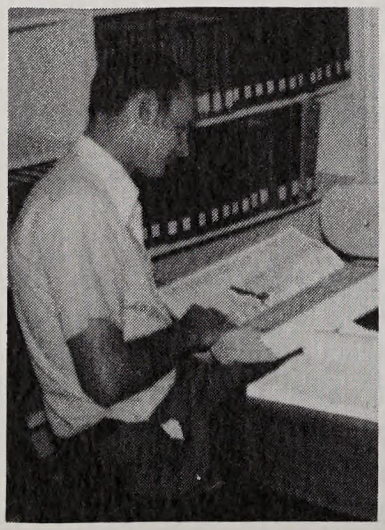
The audiovisual area houses and distributes movie projectors, filmstrip projectors, tape recorders and other A-V equipment. Assistance is also provided in the production of transparencies, tapes, and slides. Limited duplication and other printing services are also provided.

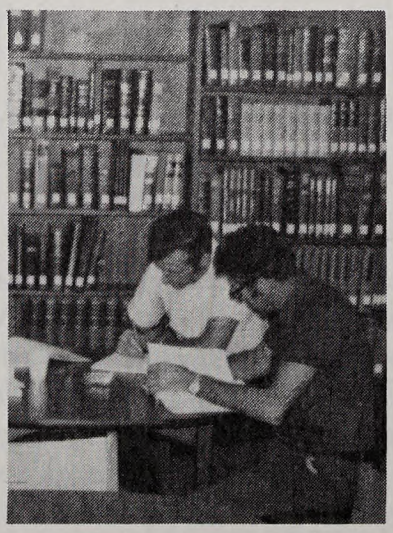
Points to Remember

The library and audiovisual areas are **service** areas. They are not storehouses.

Any person living in Avery, Mitchell, and Yancey Counties over 18 years of age may check out books and other materials.

Any person is welcome to use the library resources within the library itself.





LEARNING LABORATORY

General Information

The Learning Laboratory program at Mayland Technical Institute is an individual study situation in which a person 18 years of age or older may study many subjects at whatever level he requires.

It is designed to provide opportunities for study to both regular curriculum students in the Institute and adults in the area.

The materials in the Lab cover the entire range from non-reader through post-high school levels.

The Learning Laboratory collection is composed of programmed materials, self-instructional units, and audio-visual materials including filmstrips, transparancies, tape recordings, and disc recordings.

Hours of Operation

The Learning Laboratory operates from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and from 8:00 a.m. until 4:00 p.m. on Friday. A coordinator is available between these hours to evaluate, advise, and aid the student in his progress. There is no charge for the student's use of the Lab.

How Programmmed Materials Are Used

Programmed material is designed in such a manner as to aid the student in learning information in small sequences called "Frames". Each frame requires an immediate response, and each response is immediately checked. If the student fails to learn, or learns incorrectly, the program makes the correction or reteaches. In this manner the student progresses at his own rate. He neither has to wait for others to catch up nor slow down to someone else's rate. New students may enroll at any time during the year and may attend at any time his daily schedule permits.

Who May Use The Lab?

The Lab is designed to serve a variety of diverse needs to both the school and the community.

Curriculum Students

The Institute's curriculum students who desire supplementary, remedial, or "brush-up" instruction to enrich their curriculum courses will find the Lab most useful.

Non-Curriculum Students

High School Equivalency Program

Mayland Technical Institute has been approved by the North Carolina Department of Public Instruction and by the American Council on Education as a testing center for the administra-

tion of the General Educational Development Test Battery (GED). This testing program, through which adults may earn a certificate of high school equivalency, is conducted by the Institute's Learning Laboratory where pretest examination and counseling are available. Students may prepare for the GED test by studying in the Lab.

High School Diploma Program

Students can earn a high school diploma by working in the Lab. The Institute has an agreement with all three County Boards of Education by which they will issue a high school diploma when a student completes the units which he lacks for graduation.

Preparatory Program

Also available through the Lab are two Preparatory Programs designed to help the student get ready for entrance into a vocational or technical field of study.

The High School Diploma Program and the Preparatory Programs are approved by the Veterans' Administration.

Adult Enrichment Program

Another facet of the Learning Lab is to provide study in specific areas needed to improve on-the-job performance. For example, the Lab offers programs of study in secretarial skills, car repair, medical related fields, and other areas.

The Lab provides an opportunity for adults to better themselves through selected courses of general interest. Examples of such courses are foreign languages, reading improvement, speed reading, consumer education, vocabulary development, home decorating, and sewing.

Laubach Literacy Program

The Learning Lab serves as a clearinghouse and resource information center for the Mayland Laubach Literacy Council whose purpose is to assist in finding tutors for adults who want to learn to read. The Lab's staff assists in locating such students and providing materials for the tutors. A workshop was held under the auspicies of Mayland Tech to offer instruction to members of the community in the mechanics of tutoring. The Laubach approach emphasizes the use of volunteer tutors on an "each one teach one" basis, using highly structured primers and easy-to-read follow-up literature.

Continuing Education Programs

CONTINUING EDUCATION PROGRAMS

Mayland Technical Institute views education as a continuing process, and accepts the responsibility of providing for the people of Mitchell, Avery, and Yancey Counties, a variety of courses to meet the educational needs and interests of the area.

Through these programs, adults of the area may continue learning experiences in a wide variety of fields, vocational and cultural.

GENERAL INFORMATION

Continuing education programs are offered according to community interest and need. A course may be organized when interest is expressed by a sufficient number of people in a particular area. Mayland Technical Institute cooperates with community organizations and agencies such as schools, libraries, civic and community clubs, religious groups, health and welfare groups, law enforcement agencies, fire service groups, business and industrial groups to provide needed educational service.

COURSE DESCRIPTIONS

Since the courses offered depend upon interest and need, no detailed course descriptions are given. Only examples of courses that may be offered are listed. Announcements of courses offered are made through local papers and radio stations prior to the starting date.

CLASS LOCATIONS

The location of each class is determined by the convenience of the students and the availability of facilities. Classes may be held at Mayland Tech or in local communities.

ADMISSION AND REGISTRATION

Any person 18 years of age or older and not presently enrolled in high school may be admitted to a continuing education class. (In extenuating circumstances, by approval of the high school principal and the superintendent of schools, a student under 18 may be admitted).

FEES

For vocational extension classes there will be an extension fee of $2.00 per course except for volunteer firemen, local law enforcement officers, and prison inmates. Avocational-recreational courses will be on a self-supporting basis.

ATTENDANCE

Regular class attendance and participation are essential to effective teaching and learning; therefore, students are expected to be regular and punctual in attendance. A minimum of 75% attendance is required to receive the Adult High School Education Diploma and/or certificates of credit in any other course.

PROGRAMS

ADULT BASIC EDUCATION

Adult Basic Education courses provide instruction in reading, writing, social studies, basic science, mathematics, consumer education and health education. Instruction is provided on any level and students receive individualized instruction. Upon completion of the Adult Basic Education Course, students are encouraged to continue in the Adult High School Program.

ADULT HIGH SCHOOL PROGRAM

Through special arrangement with the Mitchell, Avery, and Yancey County Boards of Education, any person 18 years of age or older whose original high school class has graduated may earn his high school dimploma through courses at Mayland Tech. He will receive credit for all units shown on his high school transcript, and will need to complete at Mayland Tech the remaining of completion of these courses, he will then be awarded a High School Diploma by the Board of Education in his County of residence.

HIGH SCHOOL EQUIVALENCY

Another program for the adult who has not completed high school is the High School Equivalency Program. Under the plan, individuals may take a series of tests called General Educational Development (GED). Those receiving an acceptable passing score of 225 points with no single test score below 35 will be awarded a High School Equivalency Certificate. This certificate is generally accepted on the same basis as a high school diploma for employment, promotion, or further education.

The GED tests cover five broad areas: English Expression, Literature, Mathematics, Social Studies, and Natural Science. They are administered at the Institute.

The following requirements must be met before taking the GED tests:

1. Minimum age: 19 (or 18 if out of regular school at least 6 months).
2. Residence: Current North Carolina resident.
3. Application filed on a special form available from the GED administrator at time of testing.
4. Application can be endorsed and approved by the GED administrator.
5. Cost: A fee of $3.00 for the testing.
6. Have a valid vocational, educational, or other purpose in applying.
7. An appointment must be made through the Office of Student Personnel.

The Institute, through the Learning Laboratory or Adult High School classes, offers the individual the opportunity to prepare for the GED test.

OCCUPATIONAL EDUCATION — EXTENSION

An "extension" course is a part-time course which does not count toward a diploma or a degree, but for which a certificate of completion may be given. Extension courses may be academic, technical, vocational, or for general self-improvement. Any adult 18 years old or older who needs training or re-training or who can otherwise profit from the proposed course may be enrolled. Students successfully completing an extension course will be awarded a certificate by Mayland Technical Institute.

FIRE SERVICE TRAINING

Firemanship
Ambulance Attendant Training
Hospital Fire Training
Fire Service Technology
Home Fire Safety
Arson and Unlawful Burning
The Company Officer
Introduction of Firefighting
Industrial Fire Brigade Training
Fire Service Training
Fire Service Operation and Management

LAW ENFORCEMENT TRAINING

Introduction to Police Science
Courts of Law
Elements of Offenses
Laws of Arrest
Search and Seizure
Evidence
General Criminal Investigation
Narcotics Investigation
Motor Vehicle Law
Juveniles
Chemical Tests for Alcohol
Police Administration
Human and Public Relations
Supervision
Traffic Accident Investigation
Fingerprint Identification
Firearms Training
Riot and Crowd Control
Criminal Investigation
Civil Procedure
Computerized Speed Detection

LINESMAN PROGRAM

Energized Lines I, II, III
Safety Training

HOSPITALITY TRAINING

Food Service Selling
Basic Quantity Cooking
Overview of School Food Service
Basic Nutrition and Menu Planning
Equipment Use and Care
Quantity Food Production Management
Maid Training
How to Organize Your Work
Travel Information
Organization and Personnel Management
Service Station Selling
Personality Development
Customer Relations
Hospital Human Relations
Hospital Housekeeping
Food Service Supervision for Hospital Personnel
Custodial Training
Modified Diet

MANAGEMENT DEVELOPMENT PROGRAM

Management Development courses are designed for potential and active supervisors and management personnel who want to prepare for more effective leadership and advancement. Courses may be offered at the Institute or in industrial plants. Practical approach to meeting everyday business needs such as planning, organizing, directing, coordinating, and controlling will be stressed in these courses:

Principles of Supervision
Job Relations Training
Science of Human Relations
Art of Motivating People
Economics in Business and Industry
Effective Communications
Effective Writing
Effective Speaking
Speed Reading
Work Measurement
Job Methods
Conference Leadership
Industrial Safety and Accident Prevention
Industrial First Aid
Cost Accounting for Supervisors
Supervision in Hospitals
Labor Laws for Supervisors
Job Instruction Training

VOCATIONAL AND TECHNICAL EXTENSION COURSES

Heating
Refrigeration
Air Conditioning
Bricklaying
Plumbing
Industrial Chemist
Blueprint Reading
Drafting
Basic Electricity
Small Appliance Servicing
Machine Shop
Small Engine Repair
Welding
Fruit and Vegetable Production
Custodial Training
Real Estate

BUSINESS EDUCATION

Typing
Business English
Shorthand
Bookkeeping
Accounting
Business Machines

HEALTH AND WELFARE EDUCATION

These provide opportunities for persons engaged in all aspects of health services to up-date themselves in the professions, and to others who desire to expand their knowledge and understanding in the following areas:

Child Development
Nurses Aide Training
Drug Abuse
Maternity Care
Child Psychology

TEACHER EDUCATION

The Institute cooperates with local school agencies, senior colleges, and universities in providing short courses, workshops, and courses for certificate renewal and professional growth in many areas such as the following:

Teaching Reading
Audio-visual materials and method
Modern Math
Counseling and Guidance
Physical Science
Social Health

NEW AND EXPANDING INDUSTRY

The major goal of this program is to promote the expansion of existing industries and to assist in the training of employees for new industries being established in the Tri-County area. Upon request from a new or expanding industry, Mayland Tech will provide a consultant to meet with industrial management to plan a training program to meet the firm's specific needs. These programs are funded by the State of North Carolina.

GENERAL ADULT EDUCATION EXTENSION PROGRAMS

General Adult Education Extension Programs are the short courses developed to serve the general educational requirements for the avocational-recreational interests of the adult population of the community. These courses help adults develop basic skills, develop talents in art, music, and writing, and to develop interest and appreciation of our fine arts heritage. General Adult Education Extension Programs include:

Painting
Drawing
Ceramics
Decoupage
Knitting
Music Appreciation
Creative Writing
History of Art
Macrame

FAMILY LIFE PROGRAMS

Family Life Programs are deisgned to help family members to make family life more enjoyable and more economical. They include:

Family Planning
Modern Math for Parents
Interior Decorating
Cake Decorating
Flower Arranging
Furniture Refinishing
Upholstering
Cooking
Sewing
Arts and Crafts
Nutrition
Drapery Making

CONSUMER ECONOMICS PROGRAMS

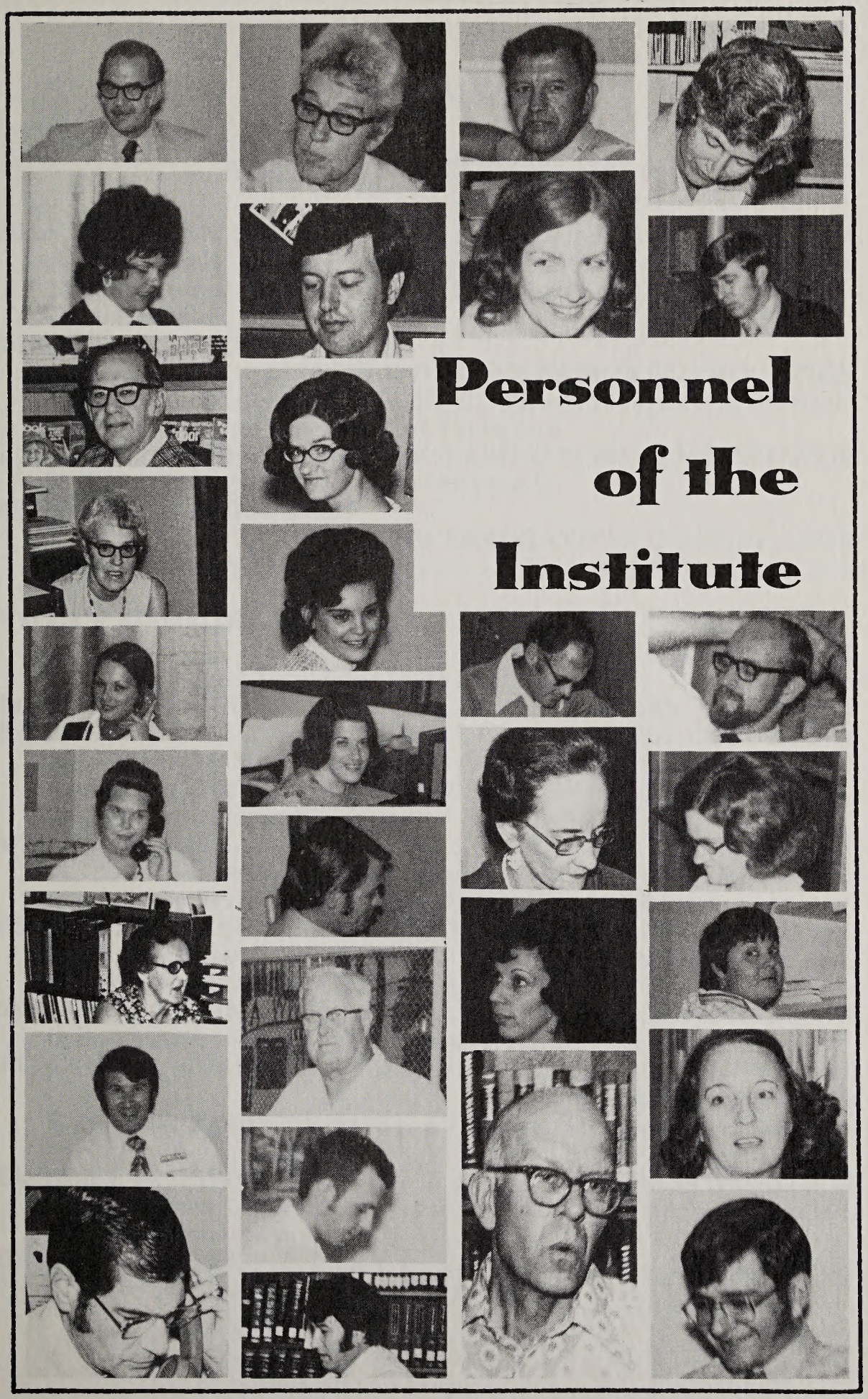
Income Tax
Personal Investments
Survey of Insurance
Consumer Problems

DRIVER EDUCATION

This is a program for adults who want to learn to drive under a planned program which offers behind-the-wheel observation and experience as well as classroom training.

MANPOWER DEVELOPMENT TRAINING

The Manpower Development Training Act recognizes the need for training and retraining of a special group of individuals — workers who have lost their jobs due to automation, technical changes or related causes and who must now face a new career in an occupation perhaps entirely different from the one in which they had spent many years of their lives. The Manpower Development Training Act Program expands and broadens the training programs available for unemployed and underemployed workers in all recognized occupations.



Personnel of the Institute

PERSONNEL

ADMINISTRATIVE STAFF

DR. O. M. BLAKE, JR. ..... **President**
A. A. Wingate Junior College; B. A. Wake Forest University; M. Ed. University of N. C. Greensboro; Ed. D. N. C. State University at Raleigh

DONALD C. BAUCOM
DIRECTOR OF OCCUPATIONAL EDUCATION
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LOUISE B. HEMBREE .. **LEARNING LABORATORY COORDINATOR**
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LEARNING LABORATORY COORDINATOR
Wilkes College; Sherwood School of Business; B. A. Mars Hill College

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AUDIO-VISUAL COORDINATOR
B. A., M. A. East Tennessee State University

BARBARA L. GOUGE ..... **LIBRARY ASSISTANT**

PAUL L. ENGLISH ..... **DIRECTOR OF ADULT EDUCATION**
A. A. Lees McRae College; B. S. Appalachian State University; Additional Work at Appalachian State University; East Tennessee State University

WAYNE PHILLIPS ..... **DIRECTOR OF EXTENSION**
A. A. S. Wilkes Community College; B. T. Appalachian State University; Additional Work at Appalachian State University

FLORA B. ROBERSON ..... **DIRECTOR OF STUDENT PERSONNEL**
B. A. Tusculum College; M. A. Appalachian State; Additional Work at N. C. State University

RONALD B. MCKINNEY ..... **COUNSELOR**
B.S., M. A. Appalachian State University

ZEYLAND G. MCKINNEY ..... **COORDINATOR OF VETERANS AFFAIRS**
B. S., Wake Forest University; M. A, Appalachian State University

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DELOIS B. GRIFFITH ..... **BOOKKEEPER**
Attended Appalachian State University

OFFICE PERSONNEL

Betty D. McMurray ..... Secretary to the President
Betty R. Queen ..... Secretary, Director of Occupational Ed.
Margie O. Carter ..... Secretary, Learning Resources Center
Margaret Murdock ..... Secretary, Director of Adult Education
Brenda B. Wilcox ..... Secretary, Director of Student Personnel
Frances Irion ..... Receptionist
Gladys Sandlin ..... Evening Receptionist

INSTRUCTIONAL STAFF

BLEVINS, IRENE T. ..... **PRACTICAL NURSING**
B.S., Montreat College; R.N., Memorial Mission Hospital

CLARK, FRANK W. ..... **ELECTRICAL INSTALLATION**
Various Service Schools in Engineering Technology and Electronics: U.S. Army, U. S. Navy

HUNTER, KATRINA VAN ..... **SECRETARIAL SCIENCE**
B.S., M.A., East Tennessee State University

INGRAM, WILLIAM CHARLES ..... **LIGHT CONSTRUCTION**
Attended East Tennessee State University, Bristol Technical School, Various Service Schools: U. S. Army

KEEN, JOHN EDWARD ..... **RELATED STUDIES**
A. A., Hiwassee College, B. A., Emory & Henry College, M. A., Boston College

KELLER, HATTIE ANNE ..... **BUSINESS ADMINISTRATION**
B.S., M.A., East Tennessee State University

MONTGOMERY, SARA SUTTON ..... **RELATED STUDIES**
A. B., Duke University, B. S., M. A., Western Carolina University

PETERSON, HUGO ..... **AUTOMOTIVE MECHANICS**
Various service schools including: General Motors, International Harvester, LeTourneau, Bear Manufacturing Company, Coleman Trucks, Oskosh Trucks, Murphy Diesel, G. M. Euclid

PHILLIPS, BRUCE LEON ..... **RELATED STUDIES**
A. A., Mars Hill College, B. S., M. A., Appalachian State University

RICE, RALPH THAD ..... **BUSINESS ADMINISTRATION**
B.S., Mars Hill College

STOUT, FRED L. ..... **DIESEL MECHANICS**
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WEAVER, BARRY DAVID ..... **BUSINESS ADMINISTRATION**
A. S., Gaston College; B. S., M. A., Appalachian State University

WEAVER, ROSALIND ..... **EARLY CHILDHOOD**
B.S.B., Appalachian State University

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BOYD C. DEYTON ..... YANCEY COUNTY

INDEX

The true test of the quality of an educational institution is not the size of the site, the grandeur of the buildings, the size of the student body, or the credentials of the faculty.

The true test is the quality of the student the institution graduates.

MAYLAND TECHNICAL INSTITUTE
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